



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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 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 / Regional Communications Services / Networks	<b>2. Department/Division/Section          (DDS) Number</b> KCIT-RCS-(NET) / 212103	<b>3. TOTAL NUMBER OF          PAGES</b> 10	<b>4. DATE SUBMITTED          FOR APPROVAL</b> June 15, 2015	<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><u>Accounting Records - Secondary</u></b> 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><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 KCIT business, and that are <b>not covered by a more specific records series</b>. 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); communications with vendors and partner jurisdictions; planning; contract and service level agreement development.</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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3	<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 requiring more than 80 hours of time, Capital Improvement or small Projects as well as major/enterprise IT Projects, infrastructure, and projects funded from other sources, including grants.</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>	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
4	<p><b><u>Networks Operation Logs</u></b> Records are computer generated logs that document performance and health monitoring of Networks devices and systems. Includes, but is not limited to: network log-in/log-out, firewall logs, syslogs, device logs, etc.</p> <p>Note: copies of system logs that were captured in the event of a security breach are transmitted to and retained by the appropriate agency security office.</p>	<p>Destroy when no longer needed for agency business*</p> <p>* data is overwritten routinely during normal system processes and is typically no longer available 4 hours after creation.</p>			<p>N/A</p> <p>Records should be managed outside of the KC ERMS</p>	GS2012-037

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5	<p><b><u>Networks (Computer/Data) – Design and Build Documents</u></b> Records documenting the design and construction of the county’s information technology network. May include network drawings showing internal site connections as well as connections to the wide area network. May also include records related to IP address/subnet assignments for the customer site, configuration information, lists of passwords, etc.</p>	Destroy when obsolete or superseded	ESSENTIAL		Network – Design and Build  INF-04-009	GS2010-006 R1
6	<p><b><u>Networks (Physical) - Design and Engineering Documents</u></b> Final set of drawings produced at the completion of the construction/installation of the county’s network infrastructure. Documents the approved design and changes made during construction. Includes reconfigurations; redesigns, remodels and renovations; engineering drawings and specifications.</p>	Permanent – Transfer to the King County Archives 2 years after completion of project or installation	Archival - Permanent  ESSENTIAL		Record Drawings – Archival  ASM-02-008	GS50-18-06 R1
7	<p><b><u>Networks - Inventories</u></b> Records relating to the inventorying of assets and devices used by the county for Networks Services.</p>	4 years after inventory is superseded			Inventory of Assets (Non-Real Property)  ASM-05-003	GS50-03A-18 R1
8	<p><b><u>Networks - Maintenance</u></b> Records documenting maintenance performed on network assets owned by the county. May include records related to operating system upgrades, hardware replacements such as blades and cards, reboots and configuration changes.</p>	6 years after physical network asset no longer owned by the county	ESSENTIAL		Maintenance – Major and/or Regulated  ASM-07-006	GS2012-039

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9	<p><b><u>Networks – Modifications</u></b> Records documenting authorizations for and modifications to the configurations and settings of the agency's infrastructure (firewalls, routers, ports, network servers, etc.)</p>	1 year after date of modification			<p>Audit Trail – Infrastructure  INF-04-007</p>	GS2010-003 R1
10	<p><b><u>Networks – Wiring Documentation</u></b> Documentation of information technology wiring installed in facilities owned, leased or maintained by the county. Only includes wiring that is not integral to the structure or the county's infrastructure.</p> <p>Includes, but is not limited to: installation drawings; maintenance/operation documentation; system layout descriptions; specifications; warranties.</p>	6 years after equipment is disposed of or replaced			<p>Installed Equipment/System Documentation Facility and Property Management  ASM-07-005</p>	GS50-06B-22 R1

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11	<p><b><u>Performance Evaluation Background Files</u></b> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. <b>Only</b> 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><b>Excludes</b> records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files).</p> <p><b>Excludes</b> 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	GS50-04B-31
12	<p><b><u>Policy and Standards Development Files</u></b> Records that document the development of 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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13	<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, but is not limited to: service/rate development; service level agreement development; contract development; road map development.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p> <p><b>Excludes</b> IT Projects (see item 3).</p>	6 years after completion of project	Potentially Archival – Appraisal Required		Project Files  ACO-02-001	GS50-01-39 R1

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14	<p><b><u>Supervisor's Working Files</u></b> Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are <b>only</b> used to support the ongoing supervision of the employee and <b>exclude</b> 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><b>Excludes</b> records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p><b>Excludes</b> 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	GS50-04B-31



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15	<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:</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

<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 style="text-align: center;"><i>See original for signature</i> <span style="float: right;"><i>6-23-2015</i></span></p> <hr style="width: 80%; margin-left: 0;"/> <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 style="text-align: center;"><i>See original for signature</i> <span style="float: right;"><i>6/23/2015</i></span></p> <hr style="width: 80%; margin-left: 0;"/> <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 style="text-align: center;"><i>See original for signature</i> <span style="float: right;"><i>6/17/2015</i></span></p> <hr style="width: 80%; margin-left: 0;"/> <p><b>Lori Dickneite</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 style="text-align: center;"><i>See original for signature</i> <span style="float: right;"><i>July 21, 2015</i></span></p> <hr style="width: 80%; margin-left: 0;"/> <p><b>Deborah Kennedy</b> <span style="float: right;"><b>Date</b></span>  King County Public Records Committee</p>	