



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 / Radio Communication Services	2. Department/Division/Section (DDS) Number KCIT-RCS-(RADIO) / 212102	3. TOTAL NUMBER OF PAGES 12	4. DATE SUBMITTED FOR APPROVAL January 30, 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 Records documenting all resources received and expended by the agency; where KCIT / Radio is the primary record-keeper. Includes, but is not limited to: billing authorizations, procurement request forms (PRF), initiation forms (IF), invoices, vouchers, receipts, deposit slips, purchasing card (p-card) records, journal entries, statements, justifications, notifications, and reports.	6 years after year end			General Office Accounting FIN-01-001	GS2011-184 R2

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2	<p><u>Accounting Records – Grant-Funded Projects</u> Records documenting all resources received and expended by the agency for bond, levy and/or grant funded projects; where KCIT / Radio is the primary record-keeper. Includes, but is not limited to: billing authorizations, procurement request forms (PRF), initiation forms (IF), invoices, vouchers, receipts, deposit slips, purchasing card (p-card) records, journal entries, statements, justifications, notifications, and reports.</p>	6 years after completion of levy/grant project or terms of grant agreement, whichever is later			Financial Transactions – Bond, Grant and Levy Projects FIN-01-017	GS2011-183 R2
3	<p><u>Agreements - Service</u> Service Level Agreements (SLAs) and Memorandums of Understanding (MOUs) for services provided by the agency. Agreements authorize the use of Radio services or communication systems by external agencies and customers.</p> <p>Excludes contracts or agreements managed by KCIT / BFS.</p>	6 years after termination/ expiration of agreement	Potentially Archival – Appraisal Required		Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements CON-01-004	GS50-01-11 R3
4	<p><u>Budget Development Records</u> Background information and draft documents compiled in the course of budget preparation. Records include but are not limited to records about burn rate, radio reserve and excise tax. Includes, but is not limited to: cost benefit analyses, order forms, pricing/rate sheets, budget drafts, responses to questions during review process, etc.</p>	4 years after budget adopted			Budget Development Files BUD-01-001	GS50-03D-03

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5	<p><u>External Complaints/Requests</u> Communications to and from citizens and non-King County customers making a complaint or request, as well as the associated agency response. Includes: requests for general information, general complaints; requests for quotes; informal training/support provided; research assistance/consultation.</p>	3 years after end of year in which the issue was resolved			Citizens' Complaints and Requests for Agency Action PRE-01-001	GS50-01-09 R1
6	<p><u>General Communications and Staff Meetings</u> Internal 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 information/advice; Agency-initiated information/advice; Meeting Minutes and agendas; metrics reported internally.</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)
7	<p><u>Inventories</u> Records relating to the inventorying of assets and devices used by the county for Radio Services.</p>	4 years after inventory is superseded			Inventory of Assets (Non-Real Property) ASM-05-003	GS50-03A-18 R1

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8	<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 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. Examples include: Sobieski Tower repair.</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
9	<p><u>Leases – Secondary</u> Secondary copies of lease documentation for property leased by and from other parties and agency property leased to the public.</p>	Dispose of when lease agreement is terminated		<p>DES / FMD / Real Estate Services</p> <p>(Primary copy is retained 6 years after termination of lease)</p>	<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-01-11 R3(S)

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10	<u>Licenses</u> Licenses or permits acquired by the agency. Includes licenses for underground fuel tanks and FCC licenses.	6 years after license superseded or terminated			Authorizations/Certifications – Assets ASM-01-004	GS2012-033
11	<u>MCM Data</u> Data within the MCM application that is used to support Radio shop services. Including, but not limited to: requests, maintenance, inventories, tracking, etc.	Dispose of when no longer needed for agency business, and all records within the application have been migrated or disposed of according to the appropriate records schedule			N/A Records managed outside of KC ERMS	GS50-03A-18 R1 (Inventories) GS50-01-09 R1 (External Requests) GS2012-039 (Major Maintenance) GS2012-040 (Minor Maintenance)
12	<u>Meeting Records – Regional Communications Board (RCB)</u> Records documenting the meetings and activities of the Regional Communications Board (RCB). Includes, but is not limited to: agendas, meeting packets, meeting minutes, reports, policies and other records produced by the board.	6 years after year end	Potentially Archival – Appraisal Required		Meetings/Projects – General Advisory Councils, Commissions, Committees and Boards ACO-01-013	GS2012-027
13	<u>Modifications – Servers/Systems</u> Records documenting authorizations for and modifications to the configurations and settings of the agency’s infrastructure (servers).	1 year after date of modification or reconfiguration			Audit Trail – Infrastructure INF-04-007	GS2010-003 R1

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14	<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
15	<p><u>Procedures/Instructions</u> Internal procedures and instructions that guide users on procedure or protocol for day-to-day operations. Includes work assignments for staff.</p>	2 years after revised or obsolete			Administrative Procedures and Instructions ACO-03-004	GS50-01-01

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16	<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.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p> <p>Excludes grant-funded projects, capital projects or infrastructure projects (see IT Projects).</p>	6 years after completion of project	Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39 R1
17	<p><u>Radio Installation Records - Equipment/Systems</u> Documentation of systems and equipment installed in facilities owned, leased or maintained by the agency. Includes, but is not limited to: installation drawings, documentation integral to maintenance and operation of system/equipment, system layout descriptions, specifications, warranties.</p> <p>Excludes installation done for capital projects (see IT Projects).</p>	6 years after equipment is disposed of or replaced			Installed Equipment/System Documentation Facility and Property Management ASM-07-005	GS50-06B-22 R1
18	<p><u>Radio Maintenance – Major/Regulated</u> Records documenting maintenance performed on assets owned, used or maintained by the agency that is major in nature and is required by a regulatory agency. Includes, but is not limited to: work orders, logs, service/repair/maintenance records and correspondence.</p> <p>Excludes maintenance done for capital projects (see IT Projects).</p>	6 years after asset no longer owned by the county	ESSENTIAL		Maintenance – Major and/or Regulated ASM-07-006	GS2012-039

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19	<p><u>Radio Maintenance – Minor/Non-Regulated (Portable and Mobile Radios)</u></p> <p>Records documenting maintenance performed on assets owned, used or maintained by the agency that is minor in nature and not required by a regulatory agency. Includes, but is not limited to: work orders, logs, service/repair/maintenance records and correspondence.</p> <p>Excludes maintenance done for capital projects (see IT Projects).</p>	3 years after year end			Maintenance – Minor/Non-Regulated ASM-07-007	GS2012-040
20	<p><u>Reporting – Grant-Funded Projects</u></p> <p>Reports related to or required by bond, grant or levy-funded projects. Examples include: progress statements, expenditure of funds, periodic reports and required annual inventories.</p>	6 years after submission of report or period required by grant, whichever is later	Potentially Archival – Appraisal Required		Grant Project Reporting FIN-05-003	GS50-03C-02 R1

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21	<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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22	<p><u>Templates – Radios</u> Records documenting the design/implementation and programming language of the software written for each radio.</p>	Dispose of after software or asset is no longer used for Radio business	ESSENTIAL		<p>IT Applications – Technical Design and Implementation</p> <p>INF-04-001</p>	GS50-06A-03 R2
23	<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: 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

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24	<u>Underground Fuel Tank Inspections and Monitoring</u> Records relating to inspections and monitoring of underground fuel tanks that are used to supply fuel to emergency backup generators at Radio sites.	6 years after end of year, and any violations corrected	WAC 173-360-355 40 CFR § 280.45		Inspections/Monitoring – Regulated/Non Environmental ASM-14-001	GS2012-038
25	<u>Vehicle Use Records</u> Records that document the use of leased or owned vehicles for Radio business. Includes: reports to DOT-Fleet for take-home vehicle authorizations and logs that document date, reason, name, start and end mileage.	4 years after year end			Usage and Dispersal (Assets) ASM-12-002	GS2012-045

<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> <i>2-5-2015</i></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> <i>2/10/2015</i></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> <i>2/2/2015</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Tony Minor 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> <i>March 12, 2015</i></p> <hr style="width: 80%; margin-left: 0;"/> <p>Deborah Kennedy Date King County Public Records Committee</p>	