



Public Records Retention Schedule And Destruction Authorization

Records Management Program
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1. Agency Name	2. Department-Division-Section (DDS)	3. Total Pages	4. Date Last Modified	5. Status	6. Version
Fixed Asset Program	MTD-CD-(FA)	10	30 June 2020	Final	Ver. 1

7. 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 of PRC approval 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 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 Content Manager will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of Content Manager must be documented on forms provided by the Records Management Program. Transitory records may be destroyed in the normal course of agency business and without the use of any destruction forms.

Glossary

Cutoff: the trigger date on which the retention period begins. Until this occurs, the records are still considered active.

Retention: the length of time the records must be retained after the cutoff date

Disposition Action: the action that should be taken with the records after they have met their retention period

Essential Record: record identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

8. List of Records Series					
Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p>1. Asset Acquisition and Ownership Records Records documenting acquisition and ownership of the agency's capitalized non-real property assets and any non-capital assets that are tagged or tracked.</p> <p>Non-real property capital assets may include:</p> <ul style="list-style-type: none"> • Vehicles, machinery, computers, equipment, furniture • Copyrights, patent rights, trademarks • Works of art and historical treasures • Easements or rights-of-way received by the agency <p>Records may include:</p> <ul style="list-style-type: none"> • Appraisals • Declined purchase offers for agency assets • Legal ownership documentation and titles <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Contracts and agreements (item 2) • Real property assets (GS55-05A-06R1) • Grant administration records (GS2011-183R2) 	<p>Cutoff: When either condition is met:</p> <ul style="list-style-type: none"> • The asset is disposed of • The State Auditor's Examination Report is completed <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival: Destroy</p> <p>Essential Record</p>		<p>ASM-09-008 (Asset Acquisition and Ownership Records)</p>	<p>GS2012-030 (Capital Assets (Other) and Non-Capital Tracked Assets)</p>

<p>2. Contracts and Agreements Records relating to agreements signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Human resources agreements • Lease, escrow, and rental agreements • Lending agreements • Liability waivers • Loan agreements • Master depository contract • Purchase and sales agreements • Vendor bonds • Warranties • Change orders <p>This category excludes records relating to:</p> <ul style="list-style-type: none"> • Contracts for non-real capital assets (item 3) • Archival transfer agreements (GS2010-021) • Bond, grant, and levy project contracts or agreements (GS2011-183R2) 	<p>Cutoff: When both conditions are met:</p> <ul style="list-style-type: none"> • Completion of the transaction • Termination or expiration of the contract <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival: Destroy</p> <p>Essential Record</p>		<p>CON-01-001 (Contracts, Agreements, and Warranties)</p>	<p>GS50-01-11R4 (Contracts and Agreements – General)</p>
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<p>3. Contracts and Agreements – Capital Assets (Non-Real Property)</p> <p>Records documenting contracts and agreements between the agency and other parties that outline terms and conditions regarding capital asset ownership to which the signatories agree.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Purchase and sales agreements • Documentation of rights-of-way granted to the agency • Documentation of negotiations • Change orders • Compliance monitoring records <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Bond, grant, and levy project contracts and agreements (GS2011-183R2) • Franchises granted to the agency (GS50-05A-10R1) • Real property capital assets (GS55-05A-06R1) 	<p>Cutoff: When all of the conditions are met:</p> <ul style="list-style-type: none"> • The transaction is completed • The instrument is terminated or expires • The asset is disposed of <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival: Destroy</p> <p>Essential Record</p>		<p>CON-01-010 (Contracts and Agreements – Capital Assets (Non-Real Property))</p>	<p>GS2011-169R2 (Contracts and Agreements – Capital Assets (Non-Real Property))</p>
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<p>4. Facility Capital Improvement Project Files Records documenting capital improvement construction projects from predesign to completion.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Project charters • Grant and funding information • Estimates, copies of bidding records • Predesign study reports • Project management plans • Work order, invoices, vouchers • Meeting minutes • Design drawings, design reviews, design reports • Consultant agreements • Change orders, charge proposals, inspection reports • Community outreach documentation, correspondence <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Construction contracts (item 2) • Long-range facilities plans (item 8) • Maintenance manuals (item 9) • Permits (GS2012-033) • Equipment warranties (GS50-06B-22R1) • As-built drawings (GS50-18-06R1) • Environmental impact studies (GS55-05A-06R1) 	<p>Cutoff: When both conditions are met:</p> <ul style="list-style-type: none"> • The project is completed • The terms of the grant agreement are met <p>Retention: 10 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>CIP-01-006 (Capital Project Records – General)</p>	<p>GS50-18-10R1 (Construction Project Files)</p>
<p>5. Inter-Agency Agreements Records documenting contracts and agreements between the agency and other parties that outline terms and conditions to which the signatories agree.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Memoranda of Understanding (MOU) • Service Level Agreements (SLA) <p>Note: a copy of each agreement must be filed with either the King County Recorder's Office or sent to DES-RALS-(ARMMS) for online publishing per RCW 39.34.040.</p>	<p>Cutoff: When the instrument is terminated or expires</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p> <p>Essential Record</p>		<p>CON-01-004 (Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements)</p>	<p>GS50-01-11R4 (Contracts and Agreements – General)</p>

<p>6. Inter-Agency Meetings Records documenting meetings held between the agency and one or more other agencies.</p> <p>Meetings may include:</p> <ul style="list-style-type: none"> • Multi-agency staff meetings • Multi-agency committee meetings • Multi-agency task force meetings <p>Records may include:</p> <ul style="list-style-type: none"> • Sign-in lists, meeting notices • Agendas, meeting packets • Minutes, recordings, transcripts • Indexes and any finding aids <p>This category excludes records related to meeting arrangements (GS2011-184R3).</p>	<p>Cutoff: When both conditions are met:</p> <ul style="list-style-type: none"> • End of the year in which the record was created • The project is completed <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>ACO-01-006 (Meetings – Inter-Agency, Inter-Local, Inter-Governmental)</p>	<p>GS2011-175R2 (Meetings – Inter-Agency)</p>
<p>7. Long-Range Asset Plans (Development) Records documenting the development of plans for the management of agency assets.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Forecasting, needs assessments, feasibility studies • Surveys and reports • Goals and objectives, long-range vision • Annual reviews <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Capital improvement project files (item 4) • Final long-range asset plans (item 8) • Grant administration records (GS2011-183R2) 	<p>Cutoff: When the plan is completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival: Destroy</p>		<p>ASM-08-001 (Long-Range Asset Plans – Development)</p>	<p>GS2012-042 (Long-Range Asset Plans (Development))</p>

<p>8. Long-Range Asset Plans (Final Version) Final versions of the agency's long-range plans for the management of its assets.</p> <p>Plans may include:</p> <ul style="list-style-type: none"> • Environmental and conservation plans • Transportation Plans per RCW 35.77.010 • Transportation Improvement Plans per RCW 36.81.121 • Annual Construction Program per RCW 36.81.130 <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Capital improvement project files (item 4) • Agency strategic plans (GS2010-080) • Authorizations that must be filed with the King County Engineer (GS2012-031) • IT Applications (GS2012-036) • Meetings of governing bodies (GS50-05A-13R2) 	<p>Cutoff: When the plan is superseded</p> <p>Retention: 2 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>ASM-08-003 (Long-Range Asset Plans (Final Version))</p>	<p>GS51-07-15R1 (Long-Range Asset Plans (Final Version))</p>
<p>9. Maintenance – Major or Regulated Records documenting all major or regulated maintenance performed on agency assets to maximize their service life and to comply with statute, regulation, or court order.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals • Vendor statements • Defect and inspection reports • Work orders • Maintenance logs, summaries, and reports • Correspondence <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Contracts and agreements (item 2) • Capital improvement projects (item 4) • Finances (GS2011-184R3) • Authorizations that must be filed with the King County Engineer (GS2012-031) 	<p>Cutoff: When the asset is disposed of</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival: Destroy</p> <p>Essential Record</p>		<p>ASM-07-006 (Maintenance – Major and/or Regulated)</p>	<p>GS2012-039 (Maintenance – Major and/or Regulated)</p>

<p>10. Maintenance – Minor or Unregulated Records documenting all minor or routine maintenance performed on agency assets that is not required by a statute, regulation, or court order.</p> <p>Minor maintenance may include:</p> <ul style="list-style-type: none"> • Custodial cleaning, garden-keeping, plant care • Painting, re-upholstering, or refinishing • Routine vehicle maintenance and repair <p>Records may include:</p> <ul style="list-style-type: none"> • Service, repair, and maintenance records • Work orders • Correspondence <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Contracts and agreements (item 2) • Capital improvement projects (item 4) • Finances (item 7) • Regulated maintenance (GS2011-184R3) • Authorizations that must be filed with the King County Engineer (GS2012-031) 	<p>Cutoff: End of the year in which the record was created</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival: Destroy</p>		<p>ASM-07-007 (Maintenance – Minor/ Non-Regulated)</p>	<p>GS2012-040 (Maintenance – Minor/Non-Regulated)</p>
<p>11. Project Files Records documenting agency projects that are not covered by a more specific category.</p>	<p>Cutoff: When the project is completed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>ACO-02-001 (Project Files)</p>	<p>GS50-01-39R1 (Project Files (Miscellaneous))</p>

<p>12. Reports, Studies, Surveys, Models, and Analyses Research documents, program reports, studies, surveys, models, and analyses that are not covered by a more specific category.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Reports published by King County agencies • Reports by consultants hired by King County or the agency • Publications of joint projects • Published studies and reports • Pamphlets and brochures <p>This category excludes records related to:</p> <ul style="list-style-type: none"> • Mandatory reporting and filing (GS2012-028R1) • Data extracts and printouts (GS50-02-04R2) 	<p>Cutoff: When the report, study, survey, model, or analysis is superseded or becomes obsolete</p> <p>Retention: 6 years</p>	<p>Disposition Action: Archival: Appraisal Required</p>		<p>ACO-02-002 (Research/Program Reports, Studies, Surveys, Models, and Analyses)</p>	<p>GS50-01-32R1 (Research/Program Reports, Studies, Surveys, Models, and Analyses)</p>
<p>13. Short-Term Routine Asset Plans Records documenting routine, short-term planning and management of the agency's assets.</p>	<p>Cutoff: When the plan is superseded or becomes obsolete</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival: Destroy</p>		<p>ASM-08-002 (Asset Planning)</p>	<p>GS2012-043 (Short-Term/Routine Asset Plans)</p>

Certification

9. County Records and Information Manager Signature

My signature certifies the accuracy of this schedule and that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4.

Ellie Browning

8/5/2020

Ellie Browning

Date

10. County Archivist Signature

My signature certifies that I have reviewed and approved the archival status of the records series as described on this schedule.

Danielle Boucher

08/05/2020

Danielle Boucher

Date

11. Agency Manager Signature

My signature certifies that I have read and understood the requirements of this retention schedule and that I agree to implement it for all records and information within the scope of my responsibility.

Tina Rogers

6/30/2020

Tina Rogers

Date

Public Records Committee Use Only

12. PRC APPROVAL

Deborah Kennedy

Date

King County Public Records Committee