



# Public Records Retention Schedule And Destruction Authorization

**Records Management Program**  
Mailstop: GBB-ES-0210  
Phone: 206-477-6889  
Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)

1. Agency Name	2. Department-Division-Section (DDS)	3. Total Pages	4. Date Last Modified	5. Status	6. Version
Zero Emissions Workgroup	MTD-CD-(Zero Emissions)	12	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><b>1. Contracts and Agreements</b>  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"> <li>• Human resources agreements</li> <li>• Lease, escrow, and rental agreements</li> <li>• Lending agreements</li> <li>• Liability waivers</li> <li>• Loan agreements</li> <li>• Master depository contract</li> <li>• Purchase and sales agreements</li> <li>• Vendor bonds</li> <li>• Warranties</li> <li>• Change orders</li> </ul> <p>This category excludes records relating to:</p> <ul style="list-style-type: none"> <li>• Archival transfer agreements (<b>GS2010-021</b>)</li> <li>• Bond, grant, and levy project contracts or agreements (<b>GS2011-183R2</b>)</li> </ul>	<p><b>Cutoff:</b>  When both conditions are met:</p> <ul style="list-style-type: none"> <li>• Completion of the transaction</li> <li>• Termination or expiration of the contract</li> </ul> <p><b>Retention:</b>  6 years</p>	<p><b>Disposition Action:</b>  Not Archival:  Destroy</p> <p><b>Essential Record</b></p>		<p><b>CON-01-001</b>  (Contracts, Agreements, and Warranties)</p>	<p><b>GS50-01-11R4</b>  (Contracts and Agreements – General)</p>

<p><b>2. Inter-Agency Meetings</b> 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"> <li>• Multi-agency staff meetings</li> <li>• Multi-agency committee meetings</li> <li>• Multi-agency task force meetings</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Sign-in lists, meeting notices</li> <li>• Agendas, meeting packets</li> <li>• Minutes, recordings, transcripts</li> <li>• Indexes and any finding aids</li> </ul> <p>This category excludes records related to meeting arrangements (<b>GS2011-184R3</b>).</p>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• End of the year in which the record was created</li> <li>• The project is completed</li> </ul> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition</b> <b>Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-01-006</b> (Meetings – Inter-Agency, Inter-Local, Inter-Governmental)</p>	<p><b>GS2011-175R2</b> (Meetings – Inter-Agency)</p>
<p><b>3. Inter-Agency Agreements</b> 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"> <li>• Memoranda of Understanding (MOU)</li> <li>• Service Level Agreements (SLA)</li> </ul> <p><b>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.</b></p>	<p><b>Cutoff:</b> When the instrument is terminated or expires</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition</b> <b>Action:</b> Archival: Appraisal Required</p> <p><b>Essential Record</b></p>		<p><b>CON-01-004</b> (Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements)</p>	<p><b>GS50-01-11R4</b> (Contracts and Agreements – General)</p>

<p><b>4. Online Content Management</b> Records documenting the publication of agency content online on the internet or the King County intranet.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Requests and approvals to upload, change, or remove content</li> <li>• Confirmation of upload, change, or removal</li> <li>• Screenshots, site maps</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• The drafting of the materials that are published online</li> <li>• Content that is legal or official in nature (<b>GS2010-007A</b>)</li> </ul>	<p><b>Cutoff:</b> When the online content is removed</p> <p><b>Retention:</b> 1 year</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>INF-04-006</b> (Online Content Management)</p>	<p><b>GS2010-007</b> (Online Content Management)</p>
<p><b>5. Project Files</b> Records documenting agency projects that are not covered by a more specific category.</p>	<p><b>Cutoff:</b> When the project is completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-02-001</b> (Project Files)</p>	<p><b>GS50-01-39R1</b> (Project Files (Miscellaneous))</p>
<p><b>6. Public Complaints/Requests</b> Records documenting complaints or requests communicated by members of the general public and the agency's responses.</p> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Public Records Act requests (<b>item 9</b>)</li> </ul>	<p><b>Cutoff:</b> End of the year in which the issue is resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>PRE-01-001</b> (Public Complaints and Requests for Agency Action)</p>	<p><b>GS50-01-09R2</b> (Citizen Complaints/Requests)</p>

<p><b>7. Public Records Act Requests</b> Records documenting agency receipt of and response to requests for access to records by the general public per RCW 42.56.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Copies or lists of records</li> <li>• Exemption logs, copies of redacted portions</li> <li>• Documentation of administrative review</li> <li>• Legal advice and opinions</li> <li>• Tracking logs</li> </ul> <p>This category excludes records that are the subject of the request.</p>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• The request is responded to</li> <li>• Any complaints, appeals, or challenges are resolved</li> </ul> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>INF-01-002</b> (Public Records Act Requests)</p>	<p><b>GS2010-014R3</b> (Public Disclosure/Records Requests)</p>
<p><b>8. Reports, Studies, Surveys, Models, and Analyses</b> 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"> <li>• Reports published by King County agencies</li> <li>• Reports by consultants hired by King County or the agency</li> <li>• Publications of joint projects</li> <li>• Published studies and reports</li> <li>• Pamphlets and brochures</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Mandatory reporting and filing (<b>GS2012-028R1</b>)</li> <li>• Data extracts and printouts (<b>GS50-02-04R2</b>)</li> </ul>	<p><b>Cutoff:</b> When the report, study, survey, model, or analysis is superseded or becomes obsolete</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-02-002</b> (Research/Program Reports, Studies, Surveys, Models, and Analyses)</p>	<p><b>GS50-01-32R1</b> (Research/Program Reports, Studies, Surveys, Models, and Analyses)</p>

<p><b>9. Administrative Procedures and Instructions</b> Documentation of internal office policies, procedures, and guidelines that are created by the agency and that relate to the agency's routine operations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Advisory memos</li> <li>• Manuals of departmental policies and procedures</li> <li>• Handbooks and desk manuals</li> <li>• Supporting background documentation</li> </ul> <p>This category excludes records related to official adopted policies, procedures, directives, regulations, or rules (<b>GS50-01-24R1</b> and <b>GS50-06F-03R1</b>).</p>	<p><b>Cutoff:</b> When the procedures are revised or become obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>ACO-03-004</b> (Administrative Procedures and Instructions)</p>	<p><b>GS50-01-01</b> (Administrative Procedures and Instructions)</p>
<p><b>10. Agency-Provided Training – Curriculum Development</b> Records documenting the development of training courses, seminars, and workshops.</p> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Final curricula (<b>item 11</b>)</li> <li>• Training records (<b>GS2011-180R1</b>)</li> </ul>	<p><b>Cutoff:</b> When the training is no longer provided</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>ACO-10-002</b> (Agency-Provided Training – Curriculum Development)</p>	<p><b>GS2011-178R1</b> (Agency-Provided Training – Curriculum and Materials Development)</p>

<p><b>11. Agency-Provided Training – General</b> Records documenting training courses, seminars, and workshops provided by the agency to members of the public, customers, contractors, or agency employees.</p> <p>Only file records into this category if:</p> <ul style="list-style-type: none"> <li>• The training is not required by the agency or by federal, state, or local statute</li> <li>• Certificates, credentials, or licenses are not awarded</li> <li>• Continuing education credits are not earned</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered</li> <li>• Attendee lists and sign-in sheets</li> <li>• Test results, evaluations</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Finances for the training (<b>item 14</b>)</li> <li>• Agency-provided training not meeting the criteria for this category (<b>GS2011-180R1</b>)</li> <li>• Training materials that are retained in each employee’s personnel file (<b>GS50-04B-06R4</b>)</li> <li>• Apprentice certification files (<b>GS50-04B-34R1</b>)</li> </ul>	<p><b>Cutoff:</b> Date of the training</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>ACO-10-001</b> (Agency-Provided Training – General)</p>	<p><b>GS2011-181R1</b> (Agency-Provided Training – General)</p>
<p><b>12. Audit Responses and Supporting Materials</b> Records documenting an internal or external audit of agency services, programs, or practices that are collected by the agency that is the subject of the audit or by the King County Auditor.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Copies of source records, database printouts</li> <li>• Correspondence</li> <li>• Corrective Action work plans</li> <li>• Status reports</li> </ul> <p>This category excludes final versions of audit reports (<b>GS50-03F-02</b>).</p>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• The audit, project monitoring, or peer review is completed</li> <li>• Any corrective actions are completed</li> </ul> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>AUD-01-002</b> (Audit Supporting Materials)</p>	<p><b>GS50-03F-01</b> (Audit Subject/Reference Files)</p>

<p><b>13. Budget Planning</b> Records documenting the preparation of the agency's annual budget.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Preliminary budgets</li> <li>• Budget spreadsheets</li> <li>• Revenue and expense reports and statistics</li> <li>• Correspondence</li> </ul> <p>This category excludes final adopted budgets (<b>GS50-03D-08</b>).</p>	<p><b>Cutoff:</b> When the budget is adopted</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>BUD-01-001</b> (Budget Development Files)</p>	<p><b>GS50-03D-03</b> (Budget Development or Working Files)</p>
<p><b>14. General Office Accounting</b> Records documenting agency revenues and expenditures.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Purchase orders, bills of sale, receipts</li> <li>• Cash books and receipts</li> <li>• Vouchers</li> <li>• Registers and journals</li> <li>• Gift documentation</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Non-financial agreements (<b>GS50-01-11R4</b>)</li> <li>• Bond-, levy-, or grant-funded projects (<b>GS2011-183R2</b>)</li> </ul>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>FIN-01-001</b> (General Office Accounting)</p>	<p><b>GS2011-184R3</b> (Financial Transactions – General)</p>



<p><b>15. General Office Communications and Staff Meetings</b> Internal and external communications to or from employees or external parties acting as business partners for the county that are made or received in connection with the transaction of agency business, and records documenting meetings and the administrative arrangement of meetings held by the staff of the agency.</p> <p>Communication may include:</p> <ul style="list-style-type: none"> <li>• Letters</li> <li>• Memoranda</li> <li>• Email</li> <li>• Websites, forums, webpages</li> <li>• Instant Messages</li> <li>• Social Media posts and comments</li> </ul> <p>Meetings may include:</p> <ul style="list-style-type: none"> <li>• Staff Meetings</li> <li>• Internal committees and task forces</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Requests for and provision of information</li> <li>• County-initiated information</li> <li>• Appointment books</li> <li>• Diaries</li> <li>• Calendars</li> <li>• Sign-in lists, meeting notices</li> <li>• Agendas, meeting packets</li> <li>• Minutes, recordings, transcripts</li> <li>• Training date and location scheduling records</li> <li>• Training availability announcements and notices</li> <li>• Participant registration</li> <li>• Arrangement of catering, facilities, and equipment</li> </ul> <p><b>Note: information published online by the agency is provided until the date that it is removed.</b></p>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>ACO-01-001</b> (General Office Communications and Staff Meetings)</p>	<p><b>Combo Rule ACO-01-001</b></p> <p><b>GS2010-001R3</b> (Communications – Non-Executive)</p> <p><b>GS2011-176R1</b> (Meetings/Hearings – Arrangements)</p> <p><b>GS50-01-36</b> (Appointment Calendars)</p> <p><b>GS50-01-43R2</b> (Meetings – Staff and Internal Committees)</p>
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<p><b>16. Performance Evaluation Background Files</b> Records used by employees to prepare and submit annual performance reviews of any employees under their supervision.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Performance plans, status reports</li> <li>• Confirmation of goals and achievements</li> <li>• Work samples</li> <li>• Documentation of performance issues</li> <li>• Communications</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Ongoing informal supervision of employees (<b>GS50-04B-31R1A</b>)</li> <li>• Final signed performance evaluations (<b>GS50-04B-06R4</b>)</li> </ul>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• The performance review is completed</li> <li>• The appeal period ends</li> </ul> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>No Category Assigned</b></p>	<p><b>GS50-04B-31R1</b> (Performance Evaluation (Supervisor Preparation))</p>
<p><b>17. Supervisor's Working Files</b> Records used by employees to prepare and submit annual performance reviews of any employees under their supervision.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Performance plans, status reports</li> <li>• Confirmation of goals and achievements</li> <li>• Work samples</li> <li>• Documentation of performance issues</li> <li>• Communications</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Final signed performance evaluations (<b>GS50-04B-06R4</b>)</li> <li>• Ongoing informal supervision of employees (<b>GS50-04B-31R1A</b>)</li> </ul>	<p><b>Cutoff:</b> When all conditions are met:</p> <ul style="list-style-type: none"> <li>• The performance review is completed</li> <li>• The appeal period ends</li> <li>• No longer supervising employee</li> </ul> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>No Category Assigned</b></p>	<p><b>GS50-04B-31R1</b> (Performance Evaluation (Supervisor Preparation))</p>

<p><b>18. Transitory Records</b>  Records documenting information of short-term value that do not provide evidence of a business transaction and cannot be filed in a more specific category.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Copies of forms and publications</li> <li>• Brainstorming and collaboration notes</li> <li>• Contact information</li> <li>• Preliminary drafts and revisions</li> <li>• Electronic copies of signed documents</li> <li>• Unsolicited materials and publications</li> <li>• Internet browsing history</li> <li>• Information documented in more formal records</li> <li>• Reference materials</li> <li>• Duplicate copies</li> </ul> <p><i>Note: signed destruction authorizations and documentation are not required for transitory records.</i></p>	<p><b>Cutoff:</b>  When the record is no longer needed</p> <p><b>Retention:</b>  0 years</p>	<p><b>Disposition Action:</b>  Not Archival:  Destroy</p>		<p><b>No Category Assigned</b></p>	<p><b>Refer to King County General Schedule for a complete list of DANs.</b></p>
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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*

7/13/2020

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*

07/10/2020

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

[Agency Manager]

Date

Public Records Committee Use Only

**12. PRC APPROVAL**

Deborah Kennedy

July 23, 2020

Deborah Kennedy

Date

King County Public Records Committee