

Appendix 9-1
INF 15-3-1 (AEP)

Procedures

Action by: Records Center Staff

Action:

1. Annually, the Records Center staff prints the disposition authorization notices showing which records have met the minimum retention period and sends them to the agency for authorization to dispose of the records either by destruction or transfer to the King County Archives.

Action by: Agency Designated Records Coordinator

Action:

2. Reviews all record items listed on the disposition authorization list to ensure that no records scheduled for disposition relate to any pending case, claim or action.

3. Signs and authorizes the disposition authorization notice and sends the signed notice back to the Records Center within 10 days of receipt.

Action by: County Archivist

Action:

4. Reviews returned disposition authorization notices and indicate on those notices if the records have archival value and should be transferred or approve the records for destruction.

Action by: Records Center Staff

Action:

5. Destroy records approved for destruction by appropriate means and send the records destruction documentation to agencies upon request or

6. Transfers archival records to the Archives.