

**Records Destruction Documentation
and Authorization (WAC 434-640)
AGENCY DESTRUCTION (GS50-09-05)**



King County Department of Executive Services
Records and Licensing Division
Archives and Records Management
Records Retention Assistance – 206-296-1572
Records Storage/Retrieval – 206-296-1539

Department (spell out):		Division (spell out):		Section (spell out):	
Prepared By:		Phone #:		Date Prepared:	
NO. of Boxes	Record Series Title (Use official legal retention descriptions.)	Inclusive Dates	Retention Period	Disposition Authority Number	

INSTRUCTIONS:

- You must provide the Record Series Title, Inclusive Dates, Retention Period and the Disposition Authority Number.
- Check the State retention schedules and/or request assistance from Records Management staff at 206-296-1572 for the required information or go to our website <http://kcweb.metrokc.gov/archives/>.
- Agencies destroying their own records must maintain this form (GS50-09-05) for at least 6 years, and the public records destruction log (GS50-09-06) permanently. The agency has the option to retain this form in lieu of the destruction log as the permanent record of destruction.

Destruction certified by (Signature of supervisor or manager is required):

Signature _____ Print Name/Title _____ Date Certified _____

Additional approval, if required by the agency

Signature _____ Print Name/Title _____ Date Certified _____

Agency witness to destruction, if vendor is not used for destruction

Signature _____ Print Name/Title _____ Date Certified _____

I hereby certify that these non-archival records were destroyed in accordance with Washington State Local Government Records Retention Schedules approved by the State Local Records Committee, per WAC 434-640.

Date Destroyed: _____ **Who destroyed the records? Agency**

Method used for records destruction, check one: Recycle Shred

Other

Media type: _____ Destruction Method: _____

Note: If using an outside vendor agent for destruction, attach receipt.