




Title Approval And Routing Procedures For General Department Policies/Procedures (D-P's) and Department Work Procedures (D-W's)	Document Code No. INF7-1D-1 (A-EP)
Department/Issuing Agency Division of Records and Elections, Records Management Section	Effective Date May 19, 1989
Approved  5/18/89	

- 1.0 SUBJECT TITLE: Approval and Routing Procedures for General Department Policies/Procedures (D-P's) and Department Work Procedures (D-W's)
  - 1.1 EFFECTIVE DATE: May 19, 1989
  - 1.2 TYPE OF ACTION: Superseding INF7-1D(A-EP) and INF7-1E(A-EP)
  - 1.3 KEYWORDS: Work Procedures; Department Policies; Routing; Approval; Policy and Procedures
- 2.0 PURPOSE: To establish uniform procedures for the adoption process of Department level policies and procedures.
- 3.0 ORGANIZATIONS AFFECTED: All Executive Departments, Offices and Agencies.
- 4.0 REFERENCES:
  - 4.1 INF7-1-1(A-EP) Description of the standardized system for all King County Rules, Policies and Procedures.
  - 4.2 INF7-1G-1(A-EP) Writing King County Public Rules and King County Policies and Procedures.
- 5.0 DEFINITIONS:
  - 5.1 "Department Work Procedures(D-W's)" are one type of directive at the Department Policy level. They are intended to provide specific detailed direction for the completion of a task which is usually performed by one person.
  - 5.2 "General Department Policies and Procedures(D-P's)" are one type of directive at the Department Policy level. They are intended to provide direction for the internal management of County departments.

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 INF7-1D

6.0 POLICIES:

- 6.1 The effective date of Department Policies/Procedures(D-P) and Department Work Procedures(D-W) will be the date of the Director's and Manager's signatures unless otherwise specified on the document.
- 6.2 Amendments to directives, and the superseding or repealing of existing directives, will follow the same approval process as the adoption of a new D-P or D-W.
- 6.3 Each General Department Policy/Procedure (D-P) manual will contain, in addition to directives, an organization chart of the department and its divisions.

7.0 PROCEDURES:

Action      Action:  
by: \_\_\_\_\_

Initiating  
Agency

- 7.1 Draft a new (or amend, supersede or repeal an existing) General Department Policy/Procedure (D-P) or Department Work Procedure(D-W) in conformance with INF7-1G-1 (A-EP).
- 7.2 Route draft of D-P or D-W to all affected areas of agency for review.
  - 7.2.1 (In the case of a unilateral issuance of a policy by a Department Director or Manager, the review and comment process is not required. Continue with step 7.4)
- 7.3 Revise draft to incorporate comments received.

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- Director 7.4 Approve and sign directive in "Approved" section of letterhead.

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- 7.5 Assign Document Code Number in accordance with INF7-1G-1(A-EP) and INF-15(AP).

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- 7.6 Complete effective date and document Code Number on cover page and all following pages.
- 7.7 Distribute copies to affected areas with division.
- 7.8 Transmit one copy to the Records Management Section.
- Records Mgmt. 7.9 Maintain permanently all originals of D-P's and D-W's.

8.0 RESPONSIBILITIES:

- 8.1 The Initiating Agency is responsible for
  - 8.1.1 Ensuring that all provisions of this Executive Policy/Procedure are met, including conformance with INF7-1G-1(A-EP).
  - 8.1.2 Signing the "Approved" Section of the letterhead.
  - 8.1.3 Assigning Document Code Number and maintaining a department index for all Department level directives.
  - 8.1.4 Transmitting one copy to the Records Management Section.
- 8.2 The Records Management Section is responsible for permanently maintaining one copy of all D-P's and D-W's.