



**King County**  
**Records and Elections Division**  
Records Management Section

Department of  
Executive Administration

553 King County Administration Bldg.  
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Seattle, WA 98104

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February 8, 1989

TO: POLICY/PROCEDURE MANUAL STATIONS

FM: Records Management Section,  
Records and Elections Division,  
Department of Executive Administration

RE: Executive Order ACO 8-2 (AEO) Distribution

This memo transmits Executive Order ACO 8-2 (AEO) "Delegating Signature Authority for Notices of Completion and Final Acceptance of Capital Improvement Projects."

Please file the policy in the AEO/AEP Manual according to the Document Code Number.

If you have questions, please call Records Management at 6-1572.

INF 7-1A  
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Title Executive Order ACO 8-2 (AEO) Delegating Signature Authority for Notices of Completion and Final Acceptance of Capital Improvement Projects	Document Code No. ACO 8-2 (AEO)
Department/Issuing Agency Office of the Executive	Effective Date February 11, 1989
Approved 	

This Order delegates to Department Directors the authority to sign Notices of Completion and Final Acceptance of Capital Improvement Projects.

WHEREAS, at the conclusion of the construction of a capital improvement project, King County generally issues a notice of completion and final acceptance as part of the closeout of such project contracts; and

WHEREAS, division managers of the departments administering various capital improvement projects are in a position to exercise judgment as to the completion of the projects and to issue timely notices of completion and final acceptance; and

WHEREAS, prompt processing of contract closeout documents is beneficial to King County, its contractors and sub-contractors;

NOW, THEREFORE, I, Tim Hill, King County Executive, hereby delegate the authority to sign Notices of Completion and Final Acceptance for individual capital improvement projects to the Department Directors responsible for managing their construction.

DATED this 1st day of February, 1989.



\_\_\_\_\_  
 Tim Hill  
 King County Executive

ATTEST:



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 Jane Hague, Manager  
 Division of Records and Elections  
 Department of Executive Administration