



# King County

Department of Executive Services  
Records and Licensing Services Division  
**Archives, Records Management and Mail  
Services Section**

## PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

### RECORDS MANAGEMENT PROGRAM

Phone: (206) 477-6889  
Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
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#### 1. AGENCY DEPARTMENT/DIVISION/SECTION

Department of Natural Resources and Parks / Water and  
Land Resources Division/Rivers and Floodplain  
Management Section

#### 2. DEPARTMENT-DIVISION- SECTION [DDS]

DNRP-WLRD-(RFMS) Rivers  
and Floodplain Management  
Section (160412)

#### 3. TOTAL NUMBER OF PAGES

19

#### 4. DATE LAST MODIFIED

April 17, 2018

#### 5. STATUS

Final

#### 6. VERSION

1

#### 6. 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 listed in section 11 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 Permanent or Archival must not be destroyed. Public records designated as Potentially 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 the County's Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business 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:** records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><b>Basin History Files</b> Records documenting the planning, design, and construction of WLR Division facilities. Includes construction, redesigns, remodels, renovations and other capital improvements in County river basins.</p> <p>Projects may include the construction of levees, revetments, etc. May also include records related to flood events and responses.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Final design specifications</li> <li>● Photographs</li> <li>● Project deliverables</li> <li>● Monitoring plans other plans to measure effectiveness of the project</li> <li>● SEPA and other Environmental Permits</li> <li>● Field notes</li> <li>● Final record drawings</li> </ul> <p><b>Monitoring, test and sample data</b> collected by WLR to characterize physical conditions within the basin. Includes but not limited to:</p> <ul style="list-style-type: none"> <li>● Stream flow, rainfall, sediment and water samples, topographic or bathymetric survey data, remote sensing data etc.</li> </ul> <p><b>Technical or Planning Reports, Studies, Models and Analysis.</b> Records may include but not be limited to:</p> <ul style="list-style-type: none"> <li>● Detailed floodplain mapping studies;</li> <li>● Channel migration studies and the associated GIS layers and data created to produce these records.</li> </ul>	<p><b>Cutoff:</b> Basin no longer under County jurisdiction</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required*</p> <p>*Contact King County Archives for an appraisal of records once project is completed or records become inactive. Provide the archives with copies of records selected for the archives collection.</p>		<p>Basin and Watershed History Files</p> <p>PUT-05-003</p>	<p>UT50-27-05</p>

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2.	<p><b><u>Capital Improvement Projects (CIP) - Administrative</u></b> Records documenting general administration of Rivers' section CIP projects. Records include those that document scope, schedule, budget and non-substantive day-to-day administrative efforts.</p> <p>Project may include the construction of levees, revetments etc.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Budget and general accounting documentation</li> <li>• Project schedules</li> <li>• Project specific public outreach including public meeting notices, meeting minutes, mailing lists, sign-in sheets,</li> <li>• Temporary/Special use permits needed only for the duration of the project</li> <li>• Invoice and payment records</li> <li>• CIP contract administration records</li> </ul> <p>Grant Administration records (see <b>Grant Administration Below</b>)</p> <p>Grant Deliverables and Reports records (see <b>Grant Reports and Deliverables Below</b>)</p>	<p><b>Cutoff:</b> project completion or terms of grant agreement, whichever is later</p> <p><b>Retention:</b> 10 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Capital Project Records – General</p> <p>CIP-01-006</p>	GS50-18-10R1

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3.	<p><b><u>Capital Improvement Projects (CIP) – Construction Design and Implementation Records</u></b></p> <p>See <b><u>Basin History Files</u></b>.</p> <p><i>Note: Records in this series have a minimum retention period of 10 years. However, because of many records document impacts to the environment; most records should be retained in perpetuity. Please move all <u>substantive environmental records</u> to <u>Basin History Files</u> once records have reached their cutoff.</i></p>	<p><b>Cutoff:</b> project completion or terms of grant agreement, whichever is later</p> <p><b>Retention:</b> 10 years after</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Capital Project Records – General</p> <p>CIP-01-006</p>	GS50-18-10R1
4.	<p><b><u>Contracts and Agreements – Non-CIP</u></b></p> <p>Instruments signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit. Includes change orders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Lease, escrow, and rental agreements;</li> <li>• Lending agreements (facility, equipment, vehicle, etc.);</li> <li>• Warranties</li> <li>• Multidisciplinary on-call contracts</li> <li>• Work order contracts</li> </ul> <p>Agreements include:</p> <ul style="list-style-type: none"> <li>• ILAs, MOUs, and Project Cooperation Agreements (US Army Corps of Engineers).</li> </ul>	<p><b>Cutoff:</b> completion of transaction or termination / expiration of instrument</p> <p><b>Retention:</b> 6 years after</p>	<p><b>Disposition Action:</b> Non-Archival – Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4

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5.	<p><b><u>Community Inquiries – General</u></b>            Inquiries received by voicemail, hard copy and/or email requesting information, communicating a complaint or requesting action from the division. Communications may include: received directly from the public or may be forwarded to the WLR Division by another County agency.</p> <p>Records include original inquiry (regardless of format) as well as well as the associated agency response.</p> <p><b>Note: Community inquiries/requests in response to capital project outreach should be stored in the CIP project file.</b></p> <p><b>Excludes</b> Public Records Act Requests covered by GS2010-014R2</p>	<p><b>Cutoff:</b> end of year in which the issue was resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2

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6.	<p><b><u>Elevation Certificates &amp; Flood Hazard Certifications</u></b>  Certificates that document a home or building's elevation. The Elevation Certificate provides a way for a community to document compliance with the National Flood Insurance Program (NFIP) requirements and the community's floodplain management ordinance.</p> <p>Elevation Certificates can only be completed by a licensed land surveyor who is licensed by the State to perform such functions. King County receives a copy of the Elevation Certificate for properties within its jurisdiction.</p> <p>Flood Hazard Certifications (FHC) are technical reviews of permits in flood hazard areas from DPER. These reviews help demonstrate compliance with King County code and the NFIP. They are associated with DPER permits and filed along with each.</p>	<p><b>Cutoff:</b> Structure no longer exists</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Authorizations/ Certifications – Assets (Environmental)</p> <p>ASM-01-004</p>	GS2012-033A
7.	<p><b><u>Flood Control District Communications</u></b>  Communications to or from advisory bodies and its members made or received in connection with the transaction of official business.</p> <p>Includes all communications regardless of format, including:</p> <ul style="list-style-type: none"> <li>• Correspondence; email;</li> <li>• Websites/forms/pages;</li> <li>• Social networking posts and comments, etc.</li> </ul> <p><b>Excludes</b> council communications, which should be retained as a separate record under category LES-02-004, Council Communications.</p>	<p><b>Cutoff:</b> Year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Communications for Advisory Councils, Commissions, Committees and Boards</p> <p>ACO-01-014</p>	GS50-01-12R3

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8.	<b>Regional Emergency Management Planning.</b> Materials provided to countywide disaster management planning and coordination includes participation in emergency response and evacuation planning.	<b>Cutoff:</b> Obsolete or superseded  <b>Retention:</b> None	<b>Disposition Action:</b> Archival*  Clerk's copy should be transferred to the King County Archives once it reaches its cutoff  ESSENTIAL	Clerk of the County – Permanent	N/A	UT50-27-06
9.	<b>King County Flood Hazard Management Plan Development Files</b> Documentation of the development of the agency's current flood hazard management plan.  May include: <ul style="list-style-type: none"> <li>• Maps and supporting documents used to develop the maps for example Letters of Map Revision (LOMR) and Letters of Map Amendments (LOMA)</li> <li>• National Flood Insurance Program (NFIP) compliance</li> <li>• Community Rating System</li> <li>• Spreadsheets, correspondence, photographs, graphs, charts, etc.</li> </ul>	<b>Cutoff:</b> Obsolete or superseded  <b>Retention:</b> 2 years	<b>Disposition Action:</b> Potentially Archival - Appraisal Required		Flood Hazard Management Plans  PUT-05-002	UT50-27-07
10.	<b>Flood Response Files</b> Documentation of physical damage done by individual floods. Some records may be submitted in support of requests for federal disaster assistance aid.  May include photographs, field notes, etc.  <b>Note: some records may be required for ongoing program needs. See remarks.</b>	<b>Cutoff:</b> Matter resolved/respon se/recovery complete  <b>Retention:</b> 6 years	<b>Disposition Action:</b> Records needed for ongoing program use should be transferred to <b>Basin History Files</b> once they have met their retention requirements per UT50-27-08  ESSENTIAL		Flood Response Files  PUT-05-001	UT50-27-08

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11.	<p><b>General Office Accounting</b> Records are used to document payment for goods and services received. May include: Invoices; Purchase orders; Vouchers; Receipts</p> <p>P-Card Records - Records document purchases made using a county credit card. May include credit card statements, documents verifying expenses, receipts, etc.</p> <p><i>Note: Many records in this category may be secondary (copies) records. If the primary (original) is sent to the Finance and Business Operations Division (FBOD) for processing, that agency is considered the office of primary copy.</i></p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>	DES: FBOD: Accounts Payable	General Office Accounting  FIN-01-001	<p>Combo Rule FIN-01-001</p> <p>GS2011-184R3 Financial Transactions- General</p> <p>GS2011-185 Banking – Accounts and Transactions</p> <p>GS2012-045 Usage and Dispersal - Assets</p>

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12.	<p><b><u>General Office Communications and Meetings – General Staff</u></b> Internal communications to or from employees (includes volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> <li>• Correspondence, email;</li> <li>• Web sites/forms/pages, social networking posts and comments, etc.</li> <li>• Includes, but is not limited to:</li> <li>• Requests for and provision of information/advice;</li> <li>• Agency-initiated information/advice</li> <li>• Email requests for assistance with administrative tasks such as, scanning, filing</li> <li>• Routine work products</li> </ul> <p><b>River’s Section-wide meetings</b> Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets, sign-in lists, meeting notices, etc.;</li> <li>• Minutes, audio/visual recordings, etc.</li> </ul>	<p><b>Cutoff:</b> Year End</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	<p>Combo Rule ACO-01-001</p> <p>GS50-01-43R2 (Meetings – Staff)</p> <p>GS2010-001R3 (Non-Executive Communications)</p>

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13.	<p><b><u>Grant Administration Records</u></b> Records that document administration of the Flood Reduction, Cooperative Watershed Management and Sub-regional Opportunity Fund grants. Includes documentation of all resources received or expended by the county for the grant-funded projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Contracts and agreements with municipalities,</li> <li>• Grant/scholarship announcements</li> <li>• Approved grant application packets,</li> <li>• Timekeeping tracking forms, invoices, reimbursements etc.</li> </ul>	<p><b>Cutoff:</b> submission of report <u>or for period required by grant/program, whichever is later</u></p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	<p>GS2011-183R2</p>
14.	<p><b><u>Grant Reports and Deliverables</u></b> Reports relating to the Rivers Section grant funded projects. May also include bond and levy projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Progress statements;</li> <li>• Expenditure of funds;</li> <li>• Periodic, annual, special, and final reports KC Flood Control District.</li> </ul>	<p><b>Cutoff:</b> submission of report <u>or for period required by grant/program, whichever is later</u></p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	<p>Combo Rule FIN-05-003</p> <p>GS50-03C-02R1 (Bond, Grant and Levy Project Reports)</p> <p>GS50-03C-01R1 (Continuing Grants – Annual Financial Status Reports)</p>

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15.	<p><b>Large Wood Inspections and Maintenance</b> Records documenting all inspection and maintenance as required by King County Public Rule LUD 12-1.</p> <p>Includes documentation of periodic, independent monitoring and inspections of large wood emplacements by an appropriate third-party provider and WLR Division staff.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Site Management Plans (SMP)</li> <li>• Maintenance/repair history (logs, summaries, reports, photographs etc.);</li> <li>• Original defect and inspection reports;</li> <li>• Work orders;</li> <li>• Related correspondence</li> </ul>	<p><b>Cutoff:</b> asset no longer owned or maintained by agency</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>Large Wood Inspections and Maintenance</p> <p>ASM-07-008</p>	<p>GS2012-039A</p> <p>An extension "A" was added to provide a different archival status for county assets managed by the Rivers and Floodplain Management Program</p>

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16.	<p><b><u>River Facility Inspections and Maintenance</u></b> Records documenting all major maintenance AND all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the WLR Division in order to ensure the full useful life of the structures.</p> <p>Includes work performed by contractors.</p> <p>Structures include levees and revetments.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>•Site Management Plans (SMP), Instructions, maintenance manuals</li> <li>• Maintenance/repair history (logs, summaries, reports, photographs etc.);</li> <li>•Original defect and inspection reports;</li> <li>•Service, repair and maintenance records (regulated and/or major);</li> <li>•Work orders;</li> <li>•Related correspondence</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>•Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10 R1, Capital Improvement Project Files</li> <li>•Contracts and agreements covered in the Contracts/Agreements section</li> </ul>	<p><b>Cutoff:</b> asset no longer maintained by the County</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p> <p>ESSENTIAL</p>		<p>River Facility Inspections and Maintenance</p> <p>ASM-07-009</p>	<p>GS2012-039A</p> <p>An extension "A" was added to provide a different archival status for county assets managed by the Rivers and Floodplain Management Program</p>

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17.	<p><b><u>Monitoring, Test And Sample Data</u></b></p> <p>See <b><u>Basin History Files</u></b>.</p> <p><i>Note: Records in this series have a minimum retention period of 6 years. However, because of many records document impacts to the environment; most records should be retained in perpetuity. Please move all <u>substantive</u> environmental records to <u>Basin History Files</u> once records have reached their cutoff.</i></p>	<p><b>Cutoff:</b> Completion of sampling/testing or monitoring</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Monitoring, Test and Sample Data Surface Water, Drainage and Flood Control</p> <p>PUT-05-004</p>	UT50-27-10
18.	<p><b><u>Technical or Planning Reports, Studies, Models And Analysis – Flood Control</u></b></p> <p>See <b><u>Basin History Files</u></b></p> <p><i>Note: Records in this series have a minimum retention period of 6 years. However, because of many records document impacts to the environment; most records should be retained in perpetuity. Please move all <u>substantive</u> environmental records to <u>Basin History Files</u> once records have reached their cutoff.</i></p>	<p><b>Cutoff:</b> Obsolete or superseded</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	GS50-01-32R1

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19.	<p><b>Performance Evaluation Background Files</b> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. <b>Only</b> includes records needed to support the completion of the performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Performance plans;</li> <li>• Confirmation of goals;</li> <li>• Confirmation of achievements;</li> <li>• Samples of work completed;</li> <li>• Communication/meeting notes;</li> <li>• Documentation of performance issues;</li> <li>• Status reports, etc.</li> </ul> <p><b>Excludes</b> records needed to support <i>ongoing</i> supervision of the employee (see Supervisor’s Working Files).</p> <p><b>Excludes</b> final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	<p><b>Cutoff:</b> evaluation completed and appeal period past</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>N/A</p> <p>Records managed outside of KC ERMS</p>	GS50-04B-31R1

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20.	<p><b><u>Photographs – Non-Specific</u></b> Photographs contained in this category <u>do not</u> document significant activities of the agency and may be destroyed when no longer needed. Photographs may be outdated or the location may be unidentifiable.</p> <p><b><i>Note: Photographs that document significant activities such as maintenance work or construction work; aerial photos, field studies or photographs that are used to monitor a specific location over time; should be filed in the category that corresponds with that activity.</i></b></p>	<p><b>Cutoff:</b> No longer needed</p> <p><b>Retention:</b> None - Dispose of when no longer needed</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		N/A	<p>N/A</p> <p>A destruction form is not necessary to destroy transitory records.</p>
21.	<p><b><u>Public Outreach, Advertising and Promotion</u></b> Records related to the planning and/or execution of educational programs and outreach to inform the public of WLR services, upcoming projects.</p>	<p><b>Cutoff:</b> superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition:</b> Potentially Archival - Appraisal Required</p>		<p>Advertising, Outreach and Promotion</p> <p>PRE-01-005</p>	GS2011-165
22.	<p><b><u>Public Meetings and Outreach - Large Wood</u></b> Records document ongoing outreach related to large wood projects in King County as required by section V.3.C of Appendix A - Procedures for Considering public Safety when Placing Large Wood in King County Rivers, Public Rule LUD 12-1.</p>	<p><b>Cutoff:</b> superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Potentially Archival - Appraisal Required</p>		<p>Advertising, Outreach and Promotion</p> <p>PRE-01-005</p>	GS2011-165

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23.	<p><b><u>Record Drawings – Archival</u></b></p> <p>See <b><u>Basin History Files</u></b></p> <p><i>Note: Records in this series are archival. Transfer set of drawings to the King County Archives 2 years after project closeout. The Rivers section may elect to retain a second set of drawings to document substantive environmental changes to the river basin. Transfer these drawings from the project file to the in the <b><u>Basin History Files</u></b> once records have reached their cutoff.</i></p>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival*</p> <p>*Transfer to the King County Archives for permanent keeping</p> <p>ESSENTIAL</p>		<p>Record Drawings – Archival</p> <p>ASM-02-008</p>	GS50-18-06R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
24	<p><b>Supervisor's Working Files</b> Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are <b>only</b> used to support the ongoing supervision of the employee and <b>exclude</b> records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc.</li> </ul> <p><b>Excludes</b> records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p><b>Excludes</b> Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Human Resources Office rather than retained in the Supervisor's Working File.</p>	<p><b>Cutoff:</b> no longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1A

<p>25</p>	<p><b>Transitory Records</b> Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction; and, not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Agency-Generated Forms and Publications – Copies</b> (Copies of unused forms)</li> <li>• <b>Brainstorming and Collaborating</b> (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts)</li> <li>• <b>Contact Information</b> (external clients or stakeholders)</li> <li>• <b>Drafting and Editing</b> (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes)</li> <li>• <b>Electronic documents when printed version is finalized with inked signature</b></li> <li>• <b>General Information – External</b> (FYI information received from external sources)</li> <li>• <b>Unsolicited Materials/publications</b> (Not requested nor used)</li> <li>• <b>Basic/routine short-term communications</b> that do not document decision making or agency actions and not covered by another category, such as – “I am running late this morning” or “Come see me at my desk when you can”)</li> <li>• <b>Internet Browsing History</b> (cookies/cache/temp files on your computer)</li> <li>• <b>Organizing/Monitoring Work In Progress</b> (to-do lists; working notes; status logs)</li> <li>• <b>Records Documented as Part of More Formalized Records</b> (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses)</li> <li>• <b>Reference Materials</b> (gathered from external sources which do not provide evidence of agency work)</li> <li>• <b>Scheduling of Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> no longer needed</p> <p><b>Retention:</b> None</p>	<p><b>Disposition Action:</b> Non-Archival - Destroy</p>	<p>N/A</p>	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>
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**8. RECORDS AND INFORMATION MANAGER SIGNATURE**

I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.

Ryan Wadleigh for



5/9/18

Gail Snow

Date

**9. COUNTY ARCHIVIST SIGNATURE**

I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.



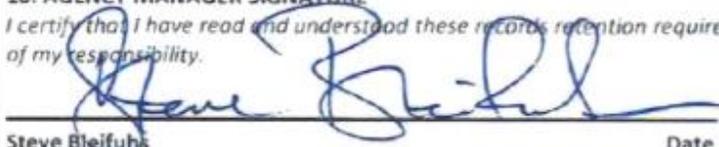
08/31/2018

Carol Shenk

Date

**10. AGENCY MANAGER SIGNATURE**

I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.



4/20/18

Steve Bleifuh

Date

**PUBLIC RECORDS COMMITTEE USE ONLY**

**11. PRC APPROVAL**



10/4/2018

Deborah Kennedy

Date

King County Public Records Committee