



# 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

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1. AGENCY DEPARTMENT/DIVISION/SECTION	2. DEPARTMENT-DIVISION-SECTION [DDS]	3. TOTAL NUMBER OF PAGES	4. DATE LAST MODIFIED	5. STATUS	6. VERSION
Department of Natural Resources and Parks/Wastewater Treatment/ West Point Treatment Plant	DNRP-WTD-(WTP) West Treatment Plant 160343 DNRP-WTD- (EST) East Section Treatment 160210	19	8/9/2019	Final	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.

7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
1.	<p><b>Accident/Near Miss/Incident/Injury Reports - Secondary</b> Forms used to document incidents, accidents or injuries involving individuals.</p> <p>Note: Secondary Records</p>	<p><b>Cutoff:</b> until no longer needed for agency business</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	<p>WTD Safety Office-WEIS Database</p>	<p>N/A</p>	<p>GS50-02-04R2</p>
2.	<p><b>Administrative Procedures and Instructions</b> Documentation of internal office policies, procedures and guidelines <i>created by</i> the agency. Sometimes referred to as Standard Operating Procedures (SOP), records may include how-to guides, manuals documenting departmental policies and procedures, handbooks and desk manuals, which relate to the agency's routine day-to-day operations.</p> <p><b>Excludes</b> procedures, instructions and advice sent to (received by) the agency from an outside agency or source.</p> <p><b>Excludes</b> officially adopted policies, procedures, directives,</p>	<p><b>Cutoff:</b> revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	<p>GS50-01-01</p>
3.	<p><b>Agency Provided Training – General</b> Documentation of safety and other training classes, some of which may be required by specific job classifications.</p> <p>Records may include: Detailed course information – Curriculum, class outline, class summary, course materials etc. Employee lists and attendance logs Vendor documentation</p> <p>Courses may include: PPE training, Lock-out/Tag-out, Fire Safety</p> <p><b>Excludes:</b> Hazardous materials training (GS2012-029), Employee training certificates/History retained in personnel or training history file.</p>	<p><b>Cutoff:</b> date training provided</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits and Mandatory</p> <p>ACO-10-006</p>	<p>GS2011-180R1</p>

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4.	<p><b>Authorization – Employee Access</b> Records documenting the authorization of employee (includes contractors and volunteers) access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to: Requests and approvals for access and permissions; Assignment of security identification badges, building/card, keys, access codes, etc.</p> <p>Excludes “day only” authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20.</p>	<p><b>Cutoff:</b> termination of user’s access, or system or asset is no longer in use, <i>whichever is sooner</i></p> <p><b>Retention: 6</b> years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p> <p>Essential</p>		<p>Access Authorizations</p> <p>INF-04-002</p>	<p>GS2010-002R1</p>

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5.	<p><b>Authorizations/Certifications/Permits - Assets</b> Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the local government agency in relation to its assets, where not covered by a more specific records series. Some reports may be stored/generated in Hachwhims.</p> <p>Includes, but is not limited to: Application/filing &amp; confirmation, violations/corrections, reports, related correspondence, records documenting compliance and all other records as required by the permit.</p> <ul style="list-style-type: none"> <li>• Building construction/modification permits and inspections (master use, mechanical, electrical, plumbing, statements of alternate construction, Federal Emergency Management Agency [FEMA] flood, etc.);</li> </ul> <p>Example: Seattle Planning and Development Permits</p> <p>Fire and life safety permits/inspections issued by the Seattle Fire Department (fire extinguishers, alarms, sprinklers, suppression systems); heating, ventilation, air conditioning [HVAC] systems; boilers/hot water tanks, elevators, etc.);</p> <p>Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, garbage/recycling trucks, etc.</p> <p>Excludes records covered more specifically in King County General Records Retention Schedule or agency specific schedules such as: Records filed/recorded with the county engineer and covered by GS2012-031; Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; Hazardous materials covered by GS55-01M-04.</p>	<p><b>Cutoff:</b> authorization terminated, <u>and</u> conditions of authorization satisfied <u>and</u> violation (if any) corrected/resolved</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Asset Permits/ Authorizations – Non-Environmental</p> <p>ASM-01-005</p>	<p>GS2012-033</p>

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6.	<p><b>Authorization/Certifications (Assets) - Environmental</b> Records relating to environmental-related licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the local government agency in relation to its assets, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts.)</p> <p>Includes, but is not limited to: • Application/filing &amp; confirmation, violations/corrections, reports, related correspondence, etc.</p> <p>Permits may be issued by Public Health, local zoning authorities, Department of Ecology (NPDES), Industrial Waste etc. and include:</p> <ul style="list-style-type: none"> <li>• National Pollutant Discharge Elimination System (NPDES)</li> <li>• Title V Air operating permits issued by Puget Sound Clean Air Agency</li> <li>• Wastewater Discharge Permits</li> <li>• Federal Emergency Management Agency [FEMA] flood, etc.);</li> </ul> <p><b>Excludes</b> records covered more specifically in King County General Records Retention Schedule or agency specific schedules such as:</p> <ul style="list-style-type: none"> <li>• Registrations (x-ray facilities and devices, etc.);</li> <li>• Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, b uses, garbage/recycling trucks, armored transport, etc.;</li> <li>• Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06 R1;</li> <li>• Hazardous materials covered by GS55-01M-04.</li> </ul> <p>Excludes authorizations granted by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.</p>	<p><b>Cutoff:</b> authorization terminated, and conditions of authorization satisfied and violation (if any) corrected/resolved</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Asset Permits/ Authorizations - Environmental  ASM-01-004</p>	<p>GS2012-033A</p> <p>*this rule with an “A” extension was created to provide a potentially archival status for records with environmental implications, as requested by the King County Archivist</p>

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7.	<p><b><u>Budget Development Files</u></b> Records document the development of office and/or agency budgets. May include preliminary budget proposals, spreadsheets, statistics, expenditure reports, correspondence, briefing materials, justification documents, presentations, whitepapers, etc.</p>	<p><b>Cutoff:</b> budget adopted  <b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Budget Development Files  BUD-01-001</p>	<p>GS50-03D-03</p>
8.	<p><b><u>Communications – General</u></b> Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of county business, and that are not covered by a more specific records series. Also includes communications with external individuals or agencies acting as business partners or contractors for the county.</p> <p>Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc.)</p> <p>Includes but is not limited to requests for and provision of information/advice and county-initiated information/advice.</p> <p><b>Excludes</b> the provision of routine/administrative information (i.e. office hours or locations) (Transitory).</p> <p><b>Excludes</b> communications of, or on behalf of, department heads, division heads or elected officials (see category ACO-01-002).</p> <p><b>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</b></p>	<p><b>Cutoff:</b> year end  <b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings  ACO-01-001</p>	<p>GS2010-001R3</p>

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9.	<p><b>Contracts and Agreements – General</b> Instruments signed by the County and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p> <p>Includes, but is not limited to: Technical and Professional contracts Architectural Engineering contracts Invoices, change orders and/or amendments. Lending agreements (facility, equipment, vehicle, etc.); Loan agreements (long-term debt, etc.); Personal service, client service, purchasing agreements; Purchase and sales agreements (non-capital asset purchases only); Vendor bonds; Warranties</p> <p>Note: Agency of origin is responsible for retaining contract administration records needed to document contractor compliance with terms of contract.</p>	<p><b>Cutoff:</b> completion of transaction or termination / expiration of instrument</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p> <p>ESSENTIAL</p> <p>*For construction project files see ASM-02-002, Capital Project Records, and contact KC RMP for assistance.</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
10.	<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 card, documents verifying expenses, receipts, etc.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>	<p><b>DES / FBOD:</b> All other financial transaction records</p>	<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3

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11.	<p><b>Laboratory Raw Data Management</b></p> <p>Records document chemical testing of water samples taken from various locations throughout the system. Records may be used to document compliance with State and Federal wastewater regulations. May include tab worksheets, sample run data, calibration test results, lab notebooks, bench sheets etc.</p> <p>Records document chemical testing of water samples taken from various locations throughout the system. Records may be used to document compliance with State and Federal wastewater regulations. May include tab worksheets, sample run data, calibration test results, lab notebooks, bench sheets etc.</p> <p>Some records may be stored in Laboratory Information System Sapphire.</p>	<p><b>Cutoff:</b> testing completed, and completion of audit by Department of Ecology and fulfillment of retention requirements specified on discharge permit if applicable</p> <p><b>Retention:</b> 10 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Lab Raw Data ASM-04-008</p>	<p><u>Combo Code ASM-04-008:</u></p> <p>HE2011-026 (Effluent/Discharge monitoring data and supporting documentation)</p> <p>HE2011-021 (Laboratory quality assurance and control) -</p> <p>(HE2011-025) Sample Management -</p>

<p>12.</p>	<p><b><u>Mainsaver/Maintenance – Major and/or Regulated</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). Work is performed on facilities and assets owned, used, or maintained by the Wastewater Treatment Division in order to ensure the full useful life of structures and infrastructure (buildings, wastewater treatment facilities, vehicles/vessels, equipment, underground storage tanks etc.) Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>•Instructions, maintenance manuals, vendor statements; Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance);</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>Records stored in Mainsaver include:</p> <ul style="list-style-type: none"> <li>•Work order processing</li> <li>•Purchasing management</li> <li>•Real-time status reporting</li> <li>•Labor and material cost tracking</li> <li>•Preventive/predictive maintenance</li> <li>•Scheduling &amp; Planning</li> <li>•Maintenance, Equipment and Personnel histories</li> </ul> <p>Note: Reference 40 CFR § 280.45 and WAC 173-360-355 (Underground Storage Tanks)  Excludes records covered more specifically in King County General Records Retention Schedule or agency specific schedules, such as GS2012-031;</p> <ul style="list-style-type: none"> <li>•Capital improvements covered by GS50-18-10;</li> <li>•Contracts and Agreements covered in the •Contracts/Agreements section;</li> </ul> <p>Records stored in Mainsaver are considered the official primary copy.</p>	<p><b>Cutoff:</b> asset no longer owned by the agency</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Not Archival - Destroy</p> <p>Essential</p>		<p>Maintenance – Major and/or Regulated</p> <p>ASM-07-006</p>	<p>GS2012-039A</p>
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13.	<p><b><u>Operations and Maintenance Manuals – Sewage Treatment Plants</u></b>            Technical manuals for county owned and operated sewage treatment plants that include specifications, operating instructions and safety information.</p>	<p><b>Cutoff:</b>            disposition of equipment</p> <p><b>Retention:</b>            Permanent</p>	<p><b>Disposition Action:</b>            Not Archival</p> <p>ESSENTIAL</p>		<p>Operations and Maintenance Manuals – Sewage Treatment Plants</p> <p>PUT-02-014</p>	<p>UT55-06B-06</p>
14.	<p><b><u>Operators Logs – Sewage Treatment Plants</u></b>            Records document status of equipment and operations and are used by operators to communicate relevant information between shifts. May include description of the issue, response, status, and similar information.</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b>            Permanent</p>	<p><b>Disposition Action:</b>            Not Archival</p> <p>ESSENTIAL</p>		<p>Operators Log - Sewage Treatment Plants</p> <p>PUT-02-013</p>	<p>UT55-06B-08</p>
15.	<p><b><u>Outreach/Promotional Materials</u></b>            Various types and formats of publications and educational materials used to increase awareness about wastewater systems and the environment.</p> <p>Examples include brochures, pamphlets, instructional handouts, presentations, and other materials related to treatment plant tours and educational programs.</p>	<p><b>Cutoff:</b> end of year in which record is superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b>            Archival – Appraisal Required</p>		<p>Advertising and Promotion</p> <p>PRE-01-005</p>	<p>GS2011-165</p>

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16.	<p><b><u>Ovation Process Automation &amp; Management System</u></b> System used to control, automate and monitor equipment and processes in WTD treatment plant and offsite facilities. May include records that document plant operations and compliance with state and federal permit requirements</p> <p>Note: Some information; such as reports of major failure or incidents may have Archival value. Records generated by the system should be retained for the life of the facility then transferred to the King County Archives for appraisal and selective retention.</p>	<p>Cutoff: life of facility</p> <p>Retention: 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p> <p>Essential</p>		<p>Sewage Treatment Plant History Files</p> <p>PUT-02-011</p>	<p>UT55-06B-07</p>
17.	<p><b><u>Performance Evaluation Background Files</u></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: performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</p> <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>Cutoff: When no longer supervising employee</p> <p>Retention: 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of Content Manager</p>	<p>GS50-04B-31R1A</p>

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18.	<p><b><u>Pollution Control Inspection Reports – Sewer and Water System Documentation</u></b>  Reports on levels of pollutants being discharged, processed, and removed through the system. Also, measurements of pollutants in system's effluent.</p>	<p><b>Cutoff:</b> year end   <b>Retention:</b>  6 years</p>	<p><b>Disposition Action:</b>  Archival – Appraisal Required</p>		<p>Pollution Control Inspection Reports – Sewer and Water System Documentation   PUT-02-006</p>	<p>UT55-06A-15</p>
19.	<p><b><u>Project Files – Non-CIP</u></b>  Records relating to agency projects where not covered by a more specific records series in King County General Retention Schedule or agency specific schedules.   May include, correspondence, meeting records, substantive drafts, and other project deliverables.   Examples: West Point Security Gate, Biosolids Transportation Improvement Project</p>	<p><b>Cutoff:</b>  completion of project   <b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Archival – Appraisal Required</p>		<p>Project Files   ACO-02-001</p>	<p>GS50-01-39R1</p>

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20.	<p><b>Record Drawings</b> Final set of drawings (record) produced at the completion of the construction of the local government agency's structures and infrastructure. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations, architectural and engineering drawings and specifications.</p> <p>Note: If a final set of record drawings are not produced, then the as-designed or redline drawings (with notations) serve as the record.</p>	<p><b>Cutoff:</b> completion of project</p> <p><b>Retention:</b> 2 years*</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Record Drawings - Archival</p> <p>ASM-02-008</p>	<p>GS50-18-06R1</p>
21.	<p><b>Research/Program Reports, Studies, Surveys, Models and Analyses</b> Research/program reports, studies, surveys, models, and analyses where not covered by a more specific records series in King County General Records Retention Schedule or agency specific schedules. Includes reports published by county agencies, reports by consultants hired by the county, and publications of joint projects supported by King County Government. Examples include published studies and reports, pamphlets, and brochures.</p> <p>Examples: Near Neighbor Survey</p> <p>Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.</p>	<p><b>Cutoff:</b> superseded or obsolete</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	<p>GS50-01-32R1</p>

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22.	<p><b>Strategic Plans – Final</b> Final version of agency-wide strategic, long-term plan used to align WTD’ organizational and budget structure with its priorities, missions, and objectives.</p> <p>Examples include: Wet weather plan</p>	<p><b>Cutoff:</b> plan revised or obsolete</p> <p><b>Retention:</b> Permanent *</p> <p>Transfer to King County Archives 2 years after plan revised or obsolete for permanent retention and preservation.</p>	<p><b>Disposition Action:</b> Archival – Permanent Transfer</p>		<p>Strategic Plans – Final Version</p> <p>ACO-04-003</p>	<p>GS2010-080</p>

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23.	<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: 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.</p> <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> Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	<p>GS50-04B-31R1A</p>

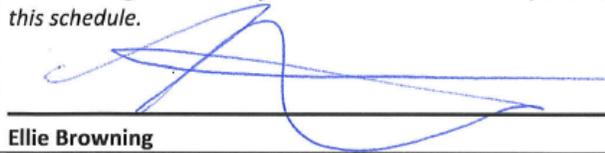
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. STATE DISPOSITION AUTHORITY NUMBER (DAN)
24.	<p><b>Technical Publications</b> Master set of all publications created by the agency, or on the agency's behalf by a consultant. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.). Publications include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Reports, manuals, brochures;</li> <li>• Maps, plans, charts;</li> <li>• Audio/video recordings and films/presentations</li> </ul> <p>See Newsletters for all agency/ County published newsletters</p>	<p><b>Cutoff:</b> no longer needed for agency business</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	<p>GS50-06F-04R4</p>

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25.	<p><b>Transitory Records</b> Public records that only document information of temporary, short-term value, and provided that the records do not document any substantive decision-making processes, not needed as evidence of business transaction, and are not covered by any more specific record series. 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 – Meetings/Appointments</b></li> <li>• <b>Secondary (Duplicate) Copies</b></li> </ul>	<p><b>Cutoff:</b> until no longer needed for agency business*</p> <p><b>Retention:</b> none</p> <p>*includes verification of successful conversion of information for records documented as part of more formalized records</p>	<p><b>Disposition Action:</b> Non-Archival – Destroy</p>		N/A	<p>Refer to section 13.0 of the State’s General Records Retention Schedule for a complete list of DANs in this series.</p> <p><b>Note: destruction documentation is not required for Transitory Records.</b></p>

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26.	<p><b>WIT Database</b> WIT Access Database used to generate, track and record unique numbers for West Section record drawings and equipment.</p> <p>WIT also controls (reserves, assigns, tracks) WTD Facility numbers, contains links to images of drawings, photos, tables of As-Built data related to Maintenance and Operation of West Water Treatment processes.</p> <p>Note: To support ongoing business needs, some data may not be purged and is retained permanently in the database.</p>	<p><b>Cutoff:</b> drawings have been updated or equipment is replaced or disposed of</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		N/A	GS50-06B-22R1
27.	<p><b>WSDA Herbicide Application Records</b> Records documenting the application of herbicide to treatment plant landscapes as regulated by RCW 17.21.100 and WAC 16-228-1320.</p>	<p><b>Cutoff:</b> end of year in which herbicide/ pesticide applied</p> <p><b>Retention:</b> Permanent *</p> <p>*Transfer to King County Archives 7 years after year end for permanent retention and preservation</p>	<p><b>Disposition Action:</b> Permanent Archival</p>		WSDA Herbicide/Pesticide Application Records  ASM-04-026	GS50-18-43R1

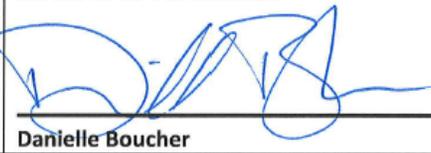
**8. RECORDS AND INFORMATION MANAGER SIGNATURE**

*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.*

  
\_\_\_\_\_  
Ellie Browning Date 8/9/2019

**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.*

  
\_\_\_\_\_  
Danielle Boucher Date 8/15/2019

**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.*

  
\_\_\_\_\_  
Robert Waddle Date 7-30-19

**PUBLIC RECORDS COMMITTEE USE ONLY**

**11. PRC APPROVAL**

  
\_\_\_\_\_  
Deborah Kennedy Date 9/11/19  
King County Public Records Committee