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 Mailstop: GBB-ES-0210

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 Transportation / Airport Division	DOT-AIR-(ALL) / 1070501	113	February 12, 2018	Final	2

7. 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.

Table Of Contents

Aircraft Rescue Fire Fighting (ARFF)……2 - 12
Business And Information Systems Management……13 - 21
Community Relations ……22 - 29
General Administration: Contracts, Records Management & Front Desk ……30 - 40
Management (Director, Deputy, Confidential Secretary) ……41 - 48
Engineering ……49 - 61
Finance And Accounting ……62 - 69
Lease And Property Management ……70 - 71
Maintenance ……72 - 83
Operations, Duty, Badge Office, Noise Management ……84 – 100
Planning ……101 - 105
Common to All Sections …… 106 – 110

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
AIRCRAFT RESCUE FIRE FIGHTING (ARFF)						
1.	**<u>Certification & Inspection Records</u>** Certifications or authorizations acquired by ARFF in relation to official inspections **conducted on equipment or other assets** used or owned by KCIA. *Includes related inspection records* Records may include, but are not restricted to: • Monthly Fire Inspection Reports: Inspection, testing and maintenance of Fire Sprinkler Systems where inspection insures re-certification of equipment or systems. • Certifications or authorizations issued related to inspections preformed on equipment such as SCBAs, medical equipment, fire hoses, bunker gear, etc. ***Note: Inspections not supporting certifications/re-certifications, or authorizations but are regulated may be retained according to Inspections/Monitoring – Regulated/Non Environmental, ASM-14-001. Inspection records not supporting certifications/re-certification, or authorizations and are not regulated may be retained according to Inspection/Monitoring Non-Regulated, ASM-14-002.***	**Cutoff:** Authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected/ resolved **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Insurance, Safety and Fire Inspection Reports ASM-07-003	GS2012-033

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
2.	**<u>Facility and Equipment Inspections – Minor</u>** Records documenting any routine inspections/monitoring of equipment and agency assets where inspections **are not required and inspections records are not monitored by regulatory authorities.** Records may include inspection reports completed by ARFF staff or contractors. Includes inspection of infrastructure, equipment, systems, vehicles, IT hardware, or gear. May include, but is not limited to: • Service testing of equipment; • Fire gear testing/pressure testing; etc.	**Cutoff:** inspection or monitoring and corrective action taken, if necessary **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy		Inspection/ Monitoring Non-Regulated ASM-14-002	GS2012-037

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
3.	**<u>Incident Reports – Involving Minors (Under Age 18)</u>** Records related to accidents/incidents involving individuals younger than 18 years of age. Includes all reported incident and investigation information. **<u>Police - Incident Reporting KCSO*</u>** Records and reporting documentation related to accidents/incidents on KCIA involving ARFF response efforts. Reporting may cover police, fire, or emergency incidents. Specific incidents may include minor or major injury, fire, health, and safety issues. **<u>Incident Reporting for Fire/"Emergency Reporting"*</u>** Records and reporting documentation related to accidents/incidents on KCIA involving ARFF response efforts. Reporting may cover, fire, or emergency incidents. Specific incidents may include minor or major injury, fire, health, and safety issues. ***Note: Records (checklists, reports) created and used only for data entry purposes in police IRIS database or online "Emergency Reporting" database are considered transitory. Any records containing information NOT transcribed into databases (such as correspondence or email notice/reports sent out) should be retained for the full retention. Verify that documented information is entered into database as complete incident report.***	**Cutoff:** date of incident **Retention:** 21 years	**Disposition Action:** Non-Archival - Destroy	**KCSO:** Official police/incident reports are retained in the KCSO (Sheriff's Office) IRIS database **KCIA:** Official Reports are retained in KCIA "Emergency Reporting Database".	Incidents/Accidents – No Claim Filed (Under 18) ACO-06-013	GS50-06C-03R4(S)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
4.	**<u>Incident Reports – No Minors (Age 18 and Over) Involved</u>** Records related to accidents/incidents which ***do not involve any minors (under age 18)***. Includes all reported incident and investigation information. **<u>Police - Incident Reporting KCSO*</u>** Records and reporting documentation related to accidents/incidents on KCIA involving ARFF response efforts. Reporting may cover police, fire, or emergency incidents. Specific incidents may include minor or major injury, fire, health, and safety issues. **<u>Incident Reporting for Fire/"Emergency Reporting"*</u>** Records and reporting documentation related to accidents/incidents on KCIA involving ARFF response efforts. Reporting may cover, fire, or emergency incidents. Specific incidents may include minor or major injury, fire, health, and safety issues. ****Note: Records (checklists, reports) created and used only for data entry purposes in police IRIS database or online "Emergency Reporting" database are considered transitory. Any records containing information NOT transcribed into databases (such as correspondence or email notice/reports sent out) should be retained for the full retention. Verify that documented information is entered into database as complete incident report.***	**Cutoff:** date of incident **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy	**KCSO:** Official police/incident reports are retained in the KCSO (Sheriff's Office) IRIS database **KCIA:** Official Reports are retained in KCIA "Emergency Reporting Database".	Incidents/Accidents – No Claim Filed (Age 18 and over) ACO-06-014	GS2010-081R2(S)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
5.	**<u>Incident Reports – Security Monitoring</u>** Records documenting security incidents and investigations **relating to agency structures, infrastructure, vehicles, equipment, networks, records data, etc. where no individual or persons were involved.** Incident may include, but are not restricted to: • Vandalism; reports of theft; etc. • Incident reports may document the type of incident, date/time occurred and date/time reported as well as a description of the incident and action taken. **Excludes** accidents/incidents involving injuries to individuals. ***Note: Records (checklists, reports) created and used only for data entry purposes in police IRIS database or online "Emergency Reporting" database are considered transitory. Any records containing information NOT transcribed into databases (such as correspondence or email notice/reports sent out) should be retained for the full retention. Verify that documented information is entered into database as complete incident report.***	**Cutoff:** investigation completed or issue resolved, whichever is later **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy	**KCSO:** Official police/incident reports are retained in the KCSO (Sheriff's Office) IRIS database	Security Monitoring – Incident INF-04-010	GS2010-008R1(S)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
6.	**<u>Inspections/Monitoring – Regulated</u>** Records documenting any inspections/monitoring of equipment and agency assets, where inspections ***are required and/or monitored,*** by regulatory agencies, but no authorizations or certifications are issued in relation to inspection. May include inspection of infrastructure, equipment, systems, vehicles, IT hardware, equipment, gear inspections or testing. May include, but is not limited to: • Equipment, general gear inspections or testing where not required for certification purposes. **Excludes:** • Environmental or hazardous materials inspections/monitoring covered under more specific record series. • Original NOTAMS issued which should be retained according to the category, Reporting/Filing (Mandatory) – Agency Management, ACO-02-004. • Inspection records which are required for certifications or authorizations, such as equipment certifications. These should be retained according to Insurance, Safety and Fire Inspection Records, ASM-07-003.	**Cutoff:** year end and corrective action taken, if necessary **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Inspections/ Monitoring – Regulated/ Non-Environmental ASM-14-001	GS2012-038

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
7.	**<u>Inspections and Monitoring Records – Secondary Copies – (Transitory Records*)</u>** Records documenting all inspection and monitoring completed at KCIA. Includes all non-environmental monitoring/inspections of assets/property owned or maintained by KCIA. Records include all inspections required by CFR 139 and may include, but is not restricted to, inspections of Airfield, Hangars, Facilities, etc. Records for ARFF staff include, but are not restricted to: • **Daily Airfield Inspection Reports:** Records include Inspection Report Sheet used to monitor airfield three times a day. Includes wildlife inspections. Original record to be forwarded to Operations. ***Note: Copies of these records are transitory once originals are sent to Operations. Please see the category descriptions for Transitory records retention policies (see below).***	**Cutoff:** no longer needed for agency business **Retention:** Once copy provided to KCIA Ops then destroy.	**Disposition Action:** Non-Archival - Destroy	**KCIA/Ops:** Original copy maintained with KCIA/ Operations and retained to provide to FAA.	N/A, should not be filed into KC ERMS	GS2012-038(S)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
8.	**<u>Payroll – Supporting Documents</u>** Paper or electronic spreadsheets and other working documents that lead up to the final time reports retained in Oracle or other databases/systems used for paying employee. May also document adjustments made to payroll. Includes, but is not limited to: • Daily time worksheet which may include overtime hours worked. • Includes documentation of records sent to KCSO, or other records related to payroll maintained by ARFF. • Communications with HR (KCSO) related to pay adjustments, or that document discrepancies in hours ***Note: Official timesheets maintained by KCSO.*** **Excludes** correspondence related to bidding for overtime, or general discussion of regular (non-substantial) shift adjustments which are considered transitory.	**Cutoff:** End of year **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Payroll Supporting Documents FIN-08-006	Combo Rule FIN-08-006 GS50-03E-02R1 GS50-03E-15R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
9.	**<u>Permits – Hot Work; Temporary, etc.</u>** Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the agency in relation to its general functions and operations, ***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). Records may include: • Applications, confirmations, correspondence, violations/corrections, reports, etc. • Temporary permits • **Hot-Work Permit** issued for hot operations occurring on KCIA property and documenting fire prevention and protection requirements as required by WAC 296-67-041. **Excludes** authorizations granted by the local government agency (such as permits, certificates, licenses, etc.), related to inspections.	**Cutoff:** authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected/ resolved **Retention:** 6 years after	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Accreditation, Certification, and License Documentation for Agency Functions and Operations ACO-01-004	GS50-01-42R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
10.	**<u>Repair and Maintenance – Major/Regulated</u>** Records documenting all major and/or regulated maintenance or repair work completed on ARFF assets or equipment. Includes all assets owned, used, or maintained by ARFF, including maintenance required to ensure full life of assets or equipment. Equipment may include, but is not restricted to SCBAs, fire/emergency vehicles and equipment, bunker gear, hoses, etc. Includes any work completed by contractors. Records may include, but are not restricted to: • Maintenance/repair reports created by contractors; • Work orders; vendor statements; repair logs/lists; original defect inspections records; related correspondence. **Excludes** work completed by KCIA/Maintenance where records are maintained by KCIA/Maintenance (in Maximo). **Excludes:** Maintenance records covered more specifically in King County General Records Retention Schedule or agency specific retention schedules, such as GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10; Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section.	**Cutoff:** asset or equipment no longer owned or used by agency **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**	**KCIA/ Maintenance:** Maintenance official record keeper if work completed by KCIA/ Maintenance.	Maintenance – Major and/or Regulated ASM-07-006	GS2012-039

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
11.	**<u>Repair and Maintenance - Minor</u>** Records documenting any minor repairs or maintenance of ARFF equipment or agency assets. Includes only minor repairs where work completed is not required by regulatory agencies. Work may include, but is not restricted to: • Minor service or repairs completed by ARFF staff; • Minor work/repairs on fire, medical, or other equipment. Records may include: • Service, repair, or maintenance records, related correspondence, work orders, logs/lists of work done or reports. **Excludes** work completed by KCIA/Maintenance where records are maintained by KCIA/Maintenance (in Maximo). **Also excludes:** Maintenance records covered more specifically in King County General Records Retention Schedule or agency specific schedules, such as GS2012-039 and GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10; Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section.	**Cutoff:** End of year **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy	**KCIA/ Maintenance:** Retains records of work completed by KCIA/ Maintenance.	Maintenance – Minor/ Non-Regulated ASM-07-007	GS2012-040

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
12.	**<u>Training Records (Fire & EMT) - Employee</u>** Documentation of training ARFF employees are required to have in order to maintain credentials, obtain or advance job-related skills, etc. Includes online trainings, etc. Includes, but is not restricted to: • **Fire Training Records:** All Fire Training records required to be retained for FAA inspections according to CFR 139. • **EMS Training Records<u>:</u>** Records documenting EMS training provided for ARFF staff according to Washington State EMT requirements. Original copies and any printouts kept should be retained according to this series. • Skills assessments; tests, documentation of participation, certificates awarded, etc.	**Cutoff:** Termination of employment **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**	***KCSO –** Records should be transferred to the employee's Official Personnel File, maintained by the King County Sherriff's Office	N/A	GS50-04B-06R4

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
BUSINESS AND INFORMATION SYSTEMS MANAGEMENT						
13.	**<u>Capital Project Records - General</u>** Records documenting KCIA capital projects from pre-design through project completion. Includes construction projects such as new construction, redesign, remodels, renovations, improvements, betterments, etc. Records document all planning, preliminary design, final design, implementation, and closeout. Specific record types may include: • RFP/RFQs, Selection materials; • Contract development records which document significant decisions or changes; • Communications associated with significant contract development and management. May include correspondence with Risk Management, Procurement, correspondence regarding release of bond, etc. Excludes general correspondence which does not significantly affect or alter contract or project. • Final contract, amendments, change orders; • Community outreach documentation; • Correspondence; • Planning and design; including original AutoCad drawings of Airport construction projects and properties. • Project budget, cost estimates; • Grant reporting records which do not extend beyond project close. • Project schedules; • Meeting minutes and agendas; • Payment documentation; • Permit applications, project related permits such as facility construction permits; • Briefing materials; • Photos, audio/visual materials related to the project. ***(Continued on next page…)***	**Cutoff:** completion of project or terms of grant agreement, whichever is later **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		Capital Project Records – General CIP-01-006	GS50-18-10R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	(Continued from previous page.) ***NOTE REGARDING LONGER RETENTION ITEMS:*** ***The Capital Projects category excludes records that remain active beyond the close of the project, or which are required to be retained for a longer period of time according to federal, state, or local rules, or retention requirements, such as:*** • **Capital Assets (Real Property), ASM-02-007:** Records documenting ownership/assessment of County property, owned or leased, such as: • Land or facility appraisals, documents of ownership, easements granted by KCIA, rights of way relinquished; • Environmental Checklists, SEPA determinations; geotechnical reports, Environmental Impact Statements • **Permitting Compliance Records, ASM-01-004:** Records documenting ongoing permitting, certifications, or authorizations related to County assets. • **HazMat Remediation/Abatement Records, ASM-04-001:** Records required to support superfund/CERCLA projects according to MoTCA requirements. • Airport abatement and remediation project records • Environmental Monitoring Records, ASM-04-015					

14.	**<u>Capital Property/Asset Records</u>** Records relating to King County/Airport property that documents **acquisition, ownership, division, value, improvements, and sale (or other disposition).** This includes documentation of value changes, improvements, and land assessments. Records may include, but are not limited to: • Land and infrastructure improvements; • Land division (plat, short plat, binding site plans) • Buildings, leasehold improvements. Includes, but is not limited to: • Geological data and geotechnical reports; aerial survey photographs/images and maps; • NEPA and SEPA: *National and State Environmental Policy Act* applications, checklists, reports; determinations of significance or non-significance; draft, final, supplemental Environmental Impact Statements (EIS), Scoping Notices, etc.; • Environmental site assessments (including tests, abatement/enclosure summary, etc.); • Appraisals (statement of land/facility values), including original AutoCad and other maps utilized in the appraisal process. (Includes records used for adjacent property research and acquisition.) • Contracts and agreements related to ownership; • Documentation of legal ownership; • Easements <u>granted by</u> the agency; • Temporary easements granted to the agency as part of/for the duration of the project only; • Encroachments (land disputes, water rights) • Land information files (acquisition reference files) • Rights of way <u>vacated/relinquished by</u> the agency; • Purchase offers for agency assets (whether accepted or declined by agency); ***Note: Pdf's or other format records may be supplied to other section/staff as general communications. Original format records associated with project should be retained in this category.*** ***(Continued on next page…)***	**Cutoff:** disposition of property, completion of transaction, or termination/ expiration of instrument **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required **ESSENTIAL**		Capital Assets (Real Property) Files ASM-02-007	GS55-05A-06R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	(Continued from previous page.) ***Note: These records may be created for/associated with a particular Capital Project but have a longer active life and retention requirements than records listed in the Capital Project Records category above.*** **Excludes** • Rights-of-way and easements received by the agency; Land survey field books and maps; Non-site-specific geological data/geotechnical report. • Records related to HazMat Abatement/Remediation which are covered under the category Hazardous Materials/Dangerous Waste – Abatement and Remediation, ASM-04-001. ***Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.***					

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
15.	**<u>Hazardous Materials/Dangerous Waste –Remediation & Abatement</u>** Records relating to hazardous materials clean-up actions, remediation, and investigations of incidents and/or disasters occurring within KC Airport's jurisdiction and completed by or on behalf of KC Airport. Projects include, but are not limited to: • Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List; • Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; • Clean-up of spills and releases of hazardous materials. • Superfund projects such as Lower Duwamish Waterway Superfund Cleanup • Abatement and remediation projects such as Slip 4 drainage, including records such as Environmental Impact Statements • Environmental monitoring data used to provide long-term monitoring documentation as required through the Model Toxics Control Act Cleanup Regulations (MTCA). ***(Continued on next page…)***	**Cutoff:** completion of project, or after terms of grant agreement, whichever is later **Retention: 5**0 years	**Disposition Action:** Potentially Archival – Appraisal Required		Hazardous Materials/Dangerous Waste Abatement and Remediation ASM-04-001	GS50-19-15R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	(Continued from previous page.) Records include, but are not limited to: • Preliminary assessment/site inspection reports, remedial investigation studies and reports, risk and endangerment assessment, health and safety plans, etc.; • Original maps, drawings (AutoCad), aerial photos, etc., identifying affected areas, designating property included in remediation project, etc. (Pdf's or other format records may be supplied to other section/staff as general communications. Original format records associated with project should be retained in this category.) • Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with CERCLA; • Contracts, abatement permits, consent agreements, record of decision, administrative orders, plans (project operations, work, community relations, quality assurance, etc.); • Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; (Potentially) responsible party searches and investigations; consent decrees; • Alert notifications (email, web post, tweets, RSS feeds, etc.). **Excludes** environmental monitoring and inspections records NOT associated with Hazardous Materials/Dangerous Waste Abatement & Remediation projects, which should be filed under Environmental Monitoring Reports, ASM-04-015.					

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
16.	**<u>Information and Asset Management Systems Projects</u>** Records documenting the planning and post-implementation review of the agency's computer software applications, databases, and websites (intra and internet). Records include, but are not limited to: • Requirements and objectives documents/statements; feasibility studies; timelines; charter; cost/benefit analyses; investment plans; business plans; needs assessments; work-flow review; systems demonstrations; post-implementation reviews/evaluations/recommendations. KCIA projects include: • SMS (Safety Management System); • CityWorks; • Significant upgrades to current systems. ***Note: Includes IT/Information Systems and Databases only. Excludes project planning, implementation, and review for other administration projects.***	**Cutoff:** completion of project **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		IT Applications – Planning and Review INF-04-003	GS50-06A-01R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
17.	**<u>Internal Information Requests (Ad-Hoc)</u>** Records include information/data/aerials/maps and other records produced in response to internal or external requestors. Primarily includes records associated with the provision of current engineering data/information regarding potential projects/scenarios/construction, the potential impacts, and the viability of projects. Information provided may also be used to validate or update information for requestor. Records include, but are not restricted to: • Taxiway and runway safety area boundaries; • Transition height surface requests, and site development ability; • Utility data verification; Database updating; • Aerial requests and multiple overlays; • Parking lot dimensions, Airplane Gate layouts, etc. ***Note: This category covers records used for informational purposes or supplied to other sections/staff for their use, General Correspondence. This includes pdf versions of AutoCad drawing requested ad-hoc by other sections/staff to use for informational purposes. Records used as part of capital projects may be retained according to the Capital Projects Records, CIP-01-006. All original format AutoCad used for Capital Projects should be filed with the project files.*** ***Note: Records that may have potential lasting reference value may be retained in a separate reference file. Some records may be used for reference and eventually become part of project files.***	**Cutoff:** year end **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		General Office Communications and Staff Meetings ACO-01-001	GS2010-001R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
18.	**<u>Trainings Provided - General</u>** Records documenting training courses, seminars and workshops ***provided by Airport*** personnel to the public, customers, contractors, or agency employees where: • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. Includes: • Annual training ***provided to*** Airport personnel in Maintenance, Engineering, and Operations. Training may cover: • Information related to drainage locations, best practices for destruction/hazard prevention; updates related to permits and permitting; all Airport staff training such as Active Shooter Training and Asset Management Systems Training Records may include, but are not restricted to: • PowerPoint presentations; notes; handouts; list of attendees; correspondence, etc.	**Cutoff:** date training provided **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Agency Provided Training – General ACO-10-001	GS2011-181R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
COMMUNITY RELATIONS						
19.	**<u>Advisory Committees and Boards</u>** Official records of advisory councils, commissions, committees or boards. Meeting files include, but are not restricted: • Agenda Sign-In sheet (original signatures), Handouts (distributed to members and those in attendance); Meeting Minutes – transcribed from auto-tape (e-copy). Includes, but is not restricted to: • **Roundtable Committee-** Advisory board created, comprised of community members and interested parties, to make recommendations to airport administration, the King County Executive, and the King County Council. ***Note: Members' files documenting membership application and approval, which are retained by the King County Boards and Commissions Liaison. Copies held by Roundtable members or KCIA are considered secondary copies.***	**Cutoff:** Year end **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Meetings/Projects – General Advisory Council, Commissions, Committees and Boards ACO-01-013	GS2012-027

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
20.	**<u>Airport Advisories</u>** Advisories issued by the Airport Director regarding general information which could potentially impact tenants and the general public. Advisories may include, but are not restricted to: • Notices regarding construction; temporary flight restrictions; departure and arrival changes; special events; other information that could affect normal operations, accessibility, and Airport users. Records include email Advisory sent. ***NOTE: The email sent out with the advisory attached is considered the official copy. Printed copies are considered transitory/duplicate copies. Copies created in Word format are considered transitory and can be deleted after official advisory sent out via email. Copies should not be printed and signed.*** ***Note: These records are for advisory information-only. Information may be duplicated in official NOTAMS. This category excludes official NOTAMs or emergency/disaster information/HAZMAT alerts issued.***	**Cutoff:** notice published or special conditions/ circumstances completed, whichever is later **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Elected Officials, Department and Division Heads Communications, Subject and Issue Files ACO-01-002	GS50-01-12R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
21.	**<u>Airport History and Historical Development Files</u>** Records compiled to develop and document the history or historical significance of the King County International Airport and which do not fit into any other categories in on the KCIA section schedules. Records may include, but are not restricted to: • **Opportunity Skyway/Raisbeck Aviation– School History Research:** Records compiled related to the origins and development of "Opportunity Skyway" Interagency Academy operated by Seattle Public School & "Raisbeck Aviation High School" operated by the Highline School District. Records document the history of the County's involvement with these programs, newsworthy events, etc. • Newspaper clippings; descriptions of KCIA involvement in the programs; research records; histories or written descriptions.	**Cutoff:** no longer needed for agency business **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Historical Files of the Agency ACO-01-015	GS50-06F-02R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
22.	**<u>Contracts and Agreements</u>** 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 records related to the development and management of contracts not associated with capital or other projects. Includes communications, all post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as change orders, compliance monitoring, etc. Includes: • **Liability Waivers:** Agreements to waive liability, assume risk, and to indemnify, signed by participants in the Experimental Aircraft Association, Inc. Aircraft Outreach Program. **Excludes** project-specific contracts maintained with capital project or general project files. See CON-01-004 for all Inter-Agency, Inter-Local; Inter-Governmental, etc. agreements.	**Cutoff:** completion of transaction or termination/ expiration of instrument **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Contracts, Agreements, and Warranties CON-01-001	GS50-01-11R4
23.	**<u>Informational Reports</u>** Final reports, study, survey, statistics, etc. resulting from the analysis of agency information or data. Final internal reports compiled for agency use and business, and where not covered by other more specific categories. Data/statistical reports used internally for information purposes only (KCIA). Records Include: **Roundtable Annual Accomplishments Report:** Report documenting the annual accomplishments of the Roundtable Committee. Report submitted to the King County Liaison for Boards and Commissions for inclusion in the Executives Annual Report.	**Cutoff:** Year end **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Informational Reports ACO-02-003	GS50-06F-03R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
24.	**<u>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</u>** Instruments signed by the county and **one or more government agencies** that set out terms and conditions to which the signing parties agree or submit. Includes records related to the development and management of contracts not associated with capital or other projects. Includes communications, all post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as change orders, compliance monitoring, etc. Includes: • **Opportunity Skyway – Memorandum of Understanding:** Annual MOU between KCIA and the Seattle School District related to the development and operations of the School for at Risk Youth, as well as KCIA staff responsibilities related to program. May include evaluations used to develop or analyze contract, or other contract negotiations. **Excludes** project-specific contracts maintained with Capital Project Records, CIP-01-006, or non-capital Project File, ACO-02-001.	**Cutoff:** termination or expiration of instrument **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required **ESSENTIAL**		Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements CON-01-004	GS50-01-11R4B
25.	**<u>Media and Citizens' Communications</u>** Communications with reporters or citizens making a request for information or a complaint. Includes, but is not restricted to: • Requests and complaints related to public viewing areas. • Inquiries forwarded to other Airport sections/staff members. **Excludes** official Public Records Request responses handled through DOT Public Records Officer. Excludes official Press Releases.	**Cutoff:** end of year in which issue was resolved **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
26.	**<u>Newsletters</u>** Quarterly Airport/Boeing Field newsletter. Newsletter provides general information and news related KCIA/Boeing Field functions, operations, programs, special events and changes. Includes source materials, such as pdf's, cameral-ready copies, original photographs/digital images, etc.	**Cutoff:** no longer needed for agency business **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Master File of Agency Publications INF-02-001	GS50-06F-04R4
27.	**<u>Press Releases</u>** Official press releases issued directly from KCIA. **Excludes** Press Releases issued through, and retained with, DOT-Communications.	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Press Releases PRE-01-014	GS50-06F-07R1
28.	**<u>Public Disclosure/Records Request Logs</u>** Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW and managed by KCIA-Community Relations	**Cutoff:** Public records request complete **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Public Records Act Request INF-01-002	GS2010-014R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
29.	**<u>Public Disclosure/Records Requests</u>** Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW. Includes, but is not limited to: • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. ***Note: Any information related to a PDR, but provided to the DOT Public Disclosure Officer by KCIA (i.e., PDRs managed by DOT PDO) should be retained according to ACO-01-001, General Office Communication category. Includes communications.*** **Excludes** the original records that are the subject of the public records request (which must be retained in accordance with the applicable records series). ***Note: Response is considered complete when all complaints, appeals, or challenges related to the request have been resolved.*** ***Note: DOT / Public Disclosure Officer also responds to some Public Records Act Requests.***	**Cutoff:** public records request complete **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		Public Records Act Requests INF-01-002	GS2010-014R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
30.	**<u>Public Outreach, Presentations, Events & Tours</u>** Records related to the planning and/or execution of educational and promotional events, campaigns, tours, and presentations conducted by KCIA staff to the public in order to promote the agency's mission, programs, or business. Records include, but are not restricted to: • Presentations; informational handouts or brochures; and other materials provided at speaking engagements, presentations, and special events. • Public tour records, including any handouts provided, tour request forms. • KCIA events held for the public & community to enhance public engagement or garner public participation and awareness: ○ **Special Events such as:** BFI 85th Anniversary Celebration, Blue Angels BBQ, NW Aviation Conference, etc. • Any correspondence related to event maintained by event organizer/creator of materials.	**Cutoff:** end of year in which record is superseded or no longer needed **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Advertising, Promotion and Outreach PRE-01-005	GS2011-165

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
GENERAL ADMINISTRATION: CONTRACTS, RECORDS MANAGEMENT & FRONT DESK						
30.	**<u>Airport Advisories</u>** Advisories issued by KCIA Director regarding general information which could potentially impact tenants and the general public. Advisories may include, but are not restricted to: • Notices regarding construction, temporary flight restrictions, departure and arrival changes, special events, or any other information that could affect normal operations, accessibility, etc., and therefore Airport users. Records include email Advisory sent. ***NOTE: The email sent out with the advisory attached is considered the official copy. Printed copies are considered transitory/duplicate copies. Copies created in Word format are considered transitory and can be deleted after official advisory sent out via email. Copies should not be printed and signed.*** ***Note: These records are for advisory information-only purpose. Information may be duplicated in official NOTAMS. Excludes official NOTAMs, or emergency/disaster information/HAZMAT alerts issued.***	**Cutoff:** notice published or special conditions/ circumstances completed, whichever is later **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Elected Officials, Department and Division Heads Communications, Subject and Issue Files ACO-01-002	GS50-01-12R3
32.	**<u>Audits – Final Report</u>** Final report, including supportive working papers, summarizing/stating findings and recommendations. Records include, but are not restricted to • Agency response. • Internal or accountability audits. • Financial audits.	**Cutoff:** report complete and all corrective action taken **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Audit Reports and Findings AUD-01-003	GS50-03F-02

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
33.	**<u>Audits – Working Documents</u>** Correspondence, cumulative data, subject/reference files used to provide information to auditor. Includes financial audits.	**Cutoff:** completion of audit, project monitoring, peer review, and all corrective action taken **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Audit Supporting Materials AUD-01-002	GS50-03F-01

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
34.	**<u>Capital Project Records (Contract Administration)</u>** Records documenting KCIA capital projects from pre-design through project completion. Includes construction projects such as new construction, redesign, remodels, renovations, improvements, betterments, etc. Records document all planning, preliminary design, final design, implementation, and closeout. Specific record types may include: • RFP/RFQs, Selection materials; • Contract development records which document significant decisions or changes; • Communications associated with significant contract development and management. May include correspondence with Risk Management, Procurement, correspondence regarding release of bond, etc. Excludes general correspondence which does not significantly affect or alter contract or project. • Final contract, amendments, change orders; • Community outreach documentation; • Correspondence; • Planning and design; • Project budget, cost estimates; • Grant reporting records which do not extend beyond project close. • Project schedules; • Meeting minutes and agendas; • Payment documentation; • Permit applications, project related permits; • Insurance certificates <u>provided to</u> KCIA; • Briefing materials; Photos, etc. ***NOTE: Excludes environmental records such as: Environmental Checklists, SEPA determinations; geotechnical reports, etc. to be retained according to category ENVIRONMENTAL DOCUMENTATION RECORDS (REAL PROPERY OWNERSHIP). Excludes permits, certifications, use and monitoring records which extend beyond the scope of the project, such as land use and environmental permits (utility, shoreline, conditional use, land use exceptions/waivers, variances) covered by category PERMITTING COMPLIANCE.***	**Cutoff:** Close of project **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		Capital Project Records – General CIP-01-006	GS50-18-10R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
35	**<u>Capital Project Records (Grant Administration)</u>** Grant administration records related to Capital Projects. Records are used to apply for, and drawdown from federal grant funding related to KCIA Capital Projects. Records include, but are not restricted to: • Applications and application preparation documents; • Correspondence related to the administration of funds; • Correspondence with the FAA; • Agreements and Amendments; • Drawdown documentation. ***Note: If grant administration ever exceeds close of project, records should be retained according to FIN-01-170, Grant Administration Records.*** ***Please refer to KCIA Lease Files Policy for maintenance and management of these records.***	**Cutoff:** close of project **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		Capital Project Records – General CIP-01-006	GS50-18-10R1
36.	**<u>Capital Projects Records (Payroll Compliance)</u>** **Payroll Compliance Monitoring** Records related to payroll compliance/monitoring of contracts. Records include, but are not restricted to: • Correspondence, compliance monitoring tracking logs. ***Note: These records should be retained with specific CIP file.***	**Cutoff:** close of project **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		Capital Project Records – General CIP-01-006	GS50-18-10R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
37.	**<u>Contracts and Agreements – Capital Assets (Non-Real Property)</u>** Instruments (contracts or agreements) signed by the agency and one or more parties that set out the terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership but do not establish, alter, or abolish real property ownership. Includes negotiations, change orders, compliance monitoring, etc. Includes, but is not limited to: • Purchase and sales agreements (non-capital assets only); • Bond, grant, and levy project contracts/agreements (non-real property only, not related to CIP projects). Examples of capital assets purchased include: • Snow plow/broom, sweepers, fire trucks, vehicles – trucks, vans, cars; forklifts, etc. **Excludes:** • Inter-agency/inter-local agreements see CON-01-004. • Real-property contracts and agreements, permanent easements, deeds, titles, title insurance, land and water rights ownership records, see ASM-02-007. CIP project purchasing contracts where asset is only owned or purchase is only valid for the duration of the project, CIP-01-006.	**Cutoff:** completion of transaction or termination/ expiration of instrument, or disposition of asset (if asset owned by agency), whichever is later **Retention:** 6 years	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Contracts and Agreements – Capital Assets (Non-Real Property) CON-01-010	GS2011-169R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
38.	**<u>Contracts and Agreements (Work Order)</u>** 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 records related to the development and management of contracts not associated with capital or other projects. Includes communications, all post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as change orders, compliance monitoring, etc. Contracts may cover, but are not restricted to: • Minor construction such as paving improvements, painting, building repair; • Contracts with consultants; • Agreements/amendments related to labor rates; etc. • Insurance certificates <u>provided to</u> KCIA. • Includes waivers of services or requirements listed in contract, as an addendum to original or general contract template. **Excludes** contracts covering work done for Capital Projects. These should be retained according to CIP-01-006, Capital Project Records. See CON-01-004 for all Inter-Agency, Inter-Local; Inter-Governmental, etc. agreements.	**Cutoff:** completion of transaction or termination/ expiration of instrument **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Contracts, Agreements, and Warranties CON-01-001	GS50-01-11R4
39.	**<u>General Accounting Records (Purchasing & P-Card)</u>** **Purchasing and P-Card Coordination** Records related to purchasing and payments made through procurement or with KCIA P-Card. Records include, but are not restricted to: • P-Card Records • Original bank statements; • Original or copies of receipts or invoices; • P.O. requisition; • Expense reports; etc.	**Cutoff:** Year end **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		General Office Accounting FIN-01-001	GS2011-184R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
40.	**<u>General Office Accounting (SCAN Statements -Front Desk)</u>** Records documenting calls made with County issued SCAN codes or cell phones. Used to identify non-County calls and collect payments from employees. Records distributed for payments monthly and collected/stored at front desk.	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		General Office Accounting FIN-01-001	GS2011-185
41.	**<u>Grant Applications – Not Approved</u>** Records related to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.	**Cutoff:** year end in which denial was sent or received **Retention:** 1 year	**Disposition Action:** Non-Archival - Destroy		Grant and Scholarship Applications – Not Approved FIN-05-005	GS50-03C-07R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
42.	**<u>Non-Capital Project Records – General Office Projects</u>** Records relating to Airport projects where not covered by a more specific records series such as capital improvement, construction, or grant funded projects. Project types include general office or administrative projects, such as office moves, program studies or research and fundraising projects, etc. Projects may include Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. Records may include, but are not restricted to: • Work plans, task schedules, project budgets, drafts and reference materials, correspondence, notes, and documents related to final deliverables. Projects include, but are not restricted to: • Records Management Initiative Project; • Engineering or Central Records reorg projects. See also, **<u>Project Files – Non-CIP (Cross-Section)</u>.** This category includes Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. **Excludes** Capital Projects (CIP or Operating Projects) such as projects involving grant, federal, or state funding. ***Note: Final documents associated with projects may have longer retention periods. Examples include: Final research/program reports retained under ACO-02-002, Research/Program Reports, Studies, Surveys, Models and Analyses, final Contracts or Agreements retained under CON-01-010, Contracts, Agreements, and Warranties.***	**Cutoff:** project completed **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
43.	**<u>Policies and Procedures (Official) – Development</u>** Working files related to the development of agency policies. Records may include correspondence, research, and drafts related to the development of agency policy.	**Cutoff:** completion of policy **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Policy Development Files ACO-03-001	GS50-01-39R1
44.	**<u>Policies and Procedures (Official) - Final</u>** Officially adopted policies, procedures or rules affecting KCIA. Includes policies activated through ordinance, resolution, or director signature.	**Cutoff:** superseded or obsolete **Retention:** None **Permanent –** Transfer to the King County Archives after cutoff	**Disposition Action:** Archival – Permanent Transfer **ESSENTIAL**		Final Adopted Policy ACO-03-002	GS50-01-24R1
45.	**<u>Public Disclosure/Records Request Logs</u>** Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW and managed by KCIA. ***Note: Exemption logs are covered by DAN GS2010-014.***	**Cutoff:** End of year **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		Public Records Act Requests INF-01-002	GS2010-014R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
46.	**<u>Public Disclosure/Records Requests</u>** Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW. Includes, but is not limited to: • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. ***Note: Any information related to a PDR, but provided to the DOT Public Disclosure Officer by KCIA (i.e., PDRs managed by DOT Public Records Officer) should be retained according to ACO-01-001, General Office Communication category. Includes communications.*** **Excludes** the original records that are the subject of the public records request (which must be retained in accordance with the applicable records series). ***Note: Response is considered complete when all complaints, appeals, or challenges related to the request have been resolved.***	**Cutoff:** public records request complete **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy	*DOT-Public Disclosure Officer also responds to PDRs.	Public Records Act Requests INF-01-002	GS2010-014R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
47.	**<u>Usage & Dispersal- Equipment/Facilities</u>** Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency such as vehicles, equipment, etc. Includes: • ***Vehicle/Equipment In/Out & Goat Hill Pass Logs (Front Desk)*** Logs related to the usage – checking in and out – of County vehicles and equipment, as well as the distribution of Goat Hill parking passes. • Records document date, time, and vehicle key number or pass number, etc. • Records used to track use and ensure return of county property (vehicles and passes).	**Cutoff:** end of year **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Asset Use Records ASM-12-002	GS2012-045

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
MANAGEMENT (DIRECTOR, DEPUTY, CONFIDENTIAL SECRETARY)						
48.	**<u>Airport Advisories</u>** Advisories issued by KCIA Director regarding general information which could potentially impact tenants and the general public. Advisories may include, but are not restricted to, notices regarding construction, temporary flight restrictions, departure and arrival changes, special events, or any other information that could affect normal operations, accessibility, etc., and therefore Airport users. Records include email Advisory sent. ***NOTE: The email sent out with the advisory attached is considered the official copy. Printed copies are considered <u>transitory/duplicate copies.</u> Copies created in Word format are considered transitory and can be deleted after official advisory sent out via email. Copies should not be printed and signed.*** ***Note: These records are for advisory information-only purpose. Information may be duplicated in official NOTAMS.*** **Excludes** official NOTAMs, or emergency/disaster information/HAZMAT alerts issued.	**Cutoff:** year end **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Elected Officials, Department and Division Heads Communications, Subject and Issue Files ACO-01-002	GS50-01-12R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
49.	**<u>Citizens' Complaints and Correspondence</u>** Communications from citizens making a complaint or request for agency action, as well as associated agency response. Includes communications with the media. **Excludes** Public Disclosure Requests. Specific records may include, but is not restricted to: • Public viewing inquiries and responses sent; • Complaints made by members of the public, including agency response. **Excludes** general inquiries related to day to day operations such as request for hours of operations, information regarding parking and accessibility, etc.	**Cutoff:** end of year in which issue was resolved **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2

50.	**<u>Director/Deputy Communications, Meetings, & Subject Files</u>** Internal and external communications to or from the Director of King County International Airport that are made or received in connection with the transaction of public business, and that are not covered by a more specific record series. Includes all communication types, regardless of format: correspondence, email; web-sites/forms/pages; social networking posts and comments, Etc. Includes, but is not limited to: • Requests for and provision of information/advice; • Agency initiated information/advice; • Correspondence files including: Inter-governmental and other associations; • Minutes and files of general office meetings; • Public relations records such as speeches, newsletters, articles, press releases, proclamations, biographies, photos, etc.; • Appointment calendars and scheduling communications; • Mailing lists; public opinion polls; • Informational reports compiled on a subject; Projects or initiatives originating and managed from the director's. Records may include: • Meeting notes, minutes, related correspondence; • General correspondence sent on behalf of the Director including communications related to contract development, communications related to report development. • Working files used for reference purposes. ***NOTE: Director and deputy may generate substantive records related to other categories with longer retention and where no one else is responsible for the final records, these should be filed with the record category with longer retention. For example, Capital Project Records - General, CIP-01-006.***	**Cutoff:** year end **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Elected Officials, Department and Division Heads Communications, Subject and Issue Files ACO-01-002	Combo Rule ACO-01-002 GS50-01-02 (Director/Deputy Administrative Working Files) GS50-01-12R3 (Director/Deputy Communications – Governing/ Executive/ Advisory) GS50-01-43R2 (Director/Deputy Meetings – Staff) GS50-01-36 (Director/Deputy Appointment Calendars)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
51.	**<u>Employee Emergency Contact Information</u>** Contact information for personnel in case of emergency. List may include name, phone number, email address, or home address.	**Cutoff:** Destroy once no longer needed for agency business **Retention:** None	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Emergency/Disaster Preparedness Contact Information ACO-06-006	GS2012-024R1
52.	**<u>Historical Files of the Airport</u>** Records compiled to develop and document the history or historical significance of the King County International Airport and which do not fit into any other categories. **Development Proposal Records** Reports, diagrams, and files related to the justification of the relevance of airport operations. Records include: Reports, statistics, and signature letters developed by airport's fixed base operators to demonstrate to County leadership the impact and significance of the airport's operations to the community. Originally solicited in response to proposals for redevelopment of	**Cutoff:** no longer needed for agency business **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Historical Files of the Agency ACO-01-015	GS50-06F-02R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
53.	**<u>Informational Reports</u>** Final reports, study, survey, statistics, etc. resulting from the analysis of agency information or data. Final internal reports compiled for agency use and business, and where not covered by other more specific categories. Data/statistical reports used internally for information purposes only (KCIA). **Weekly Reports** Official copy of Airport's weekly report sent to DOT Director's Office via email. Email and attachment to be retained. Includes only the finalized KCIA comprehensive report. **Excludes** drafts from other KCIA sections/staff and related correspondence, which should be retained under the General Correspondence and Working Files, ACO-01-001 category.	**Cutoff:** Year end **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Informational Reports ACO-02-003	GS50-06F-03R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
54.	**<u>Non-Capital Project Records – General Office Projects</u>** Records relating to Airport projects where not covered by a more specific records series such as capital improvement, construction, or grant funded projects. Project types include general office or administrative projects, such as office moves, program studies or research and fundraising projects, etc. Projects may include Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. Records may include, but are not restricted to: • Work plans, task schedules, project budgets, drafts and reference materials, correspondence, notes, and documents related to final deliverables. See also, <u>Project Files – Non-CIP (Cross-Section</u>**).** This category includes Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. **Excludes** Capital Projects (CIP or Operating Projects) such as projects involving grant, federal, or state funding. ***Note: Final documents associated with projects may have longer retention periods. Examples include: Final research/program reports retained under ACO-02-002, Research/Program Reports, Studies, Surveys, Models and Analyses, final Contracts or Agreements retained under CON-01-010, Contracts, Agreements, and Warranties.***	**Cutoff:** completion of project **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
55.	**<u>Performance Evaluation Background Files</u>** Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. **Only** includes records needed to support the completion of the performance evaluation. 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. **Excludes** records needed to support *ongoing* supervision of the employee (see Supervisor's Working Files). **Excludes** final signed performance evaluations (kept by Human Resources in the official Personnel File.)	**Cutoff:** Destroy once performance review has been completed and appeal period has ended **Retention:** None	**Disposition Action:** Non-Archival - Destroy		Records Managed Outside of KC ERMS	GS50-04B-31R1
56.	**<u>Strategic Plan - Development</u>** Records related to the development of the agency's (DOT) strategic plan. Includes **division-specific final plans** sent to Department of Transportation Director's Office and incorporated into department wide planning. Records may also include Airport –specific Final Strategic Plan *development*. Records may include, but are not restricted to: • Correspondence; meeting notes; consultant development work; etc. ***Note: Finalized research or program reports, analyses, etc., may be retained under Research/Program Reports, Studies, Surveys, Models, and Analyses, ACO-02-002.***	**Cutoff:** plan completed **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		Strategic and Work Plans - Development ACO-04-002	GS2010-079

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
57.	**<u>Strategic Plan – Final Version</u>** Final version of Airport Division strategic plan, used to align the agency's organizational and budget structure with its priorities, missions, and objectives. Includes only Airport-specific **final plan** not included in department-wide planning. Records may include: • Plans for restructuring or incorporation.	**Cutoff:** plan revised or obsolete **Retention:** 2 years	**Disposition Action:** Archival – Permanent Transfer		Strategic Plans – Final Version ACO-04-003	GS2010-080

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
ENGINEERING						
58.	**<u>As-Built Drawings (Archival)</u>** Final set of drawings (as-builts) produced at the completion of the construction of the KCIA structures and infrastructure, where King County has preserved and selected the records for preservation. Records document the approved design (as-designed drawings) and changes made during construction. Includes: • Redesigns, remodels, and renovations; architectural and engineering drawings and specifications. ***Note: If a final set of as-built drawings is not produced, then the as-designed drawings (with notations) serve as the as-built.***	**Cutoff:** completion of project. **Retention:** 2 years	**Disposition Action:** Archival – Permanent Transfer **ESSENTIAL**		Record Drawings – Archival ASM-02-008	GS50-18-06R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
59.	**<u>Capital Asset/Property Records</u>** Records relating to King County/Airport property that documents **acquisition, ownership, division, value, improvements, and sale (or other disposition).** This includes documentation of value changes, improvements, and land assessments. Records may include, but are not limited to: • Land and infrastructure improvements; • Land division (plat, short plat, binding site plans, etc.) • Buildings, leasehold improvements. Includes, but is not limited to: • Geological data and geotechnical reports; aerial survey photographs/images and maps; • NEPA and SEPA: *National and State Environmental Policy Act* applications, checklists, reports; determinations of significance or non-significance; draft, final, supplemental Environmental Impact Statements (EIS), Scoping Notices, etc.; • Environmental site assessments (including tests, abatement/enclosure summary, etc.); • Appraisals (statement of land/facility values); • Contracts and agreements related to ownership; • Documentation of legal ownership; • Easements <u>granted by</u> the agency; • Temporary easements granted to the agency as part of/for the duration of the project only; • Encroachments (land disputes, water rights) • Land information files (acquisition reference files) • Rights of way <u>vacated/relinquished by</u> the agency; • Purchase offers for agency assets (whether accepted or declined by agency); **Excludes** Rights-of-way and easements received by the agency; Land survey field books and maps; Non-site-specific geological data/geotechnical report.	**Cutoff:** disposition of property, completion of transaction, or termination/ expiration of instrument **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required **ESSENTIAL**		Capital Assets (Real Property) Files ASM-02-007	GS55-05A-06R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	(Continued from previous page.) ***NOTE: These records may be created for/associated with a particular Capital Project but have a longer active life and retention requirements than records listed in the Capital Project Records (General-Short Term) category above.*** **Excludes** records related to HazMat Abatement/Remediation which are covered under the category Hazardous Materials/Dangerous Waste – Abatement and Remediation, ASM-04-001. ***Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.***					

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
60.	**<u>Capital Project Records - General</u>** Records documenting KCIA capital projects from pre-design through project completion. Includes construction projects such as new construction, redesign, remodels, renovations, improvements, betterments, etc. Records document all planning, preliminary design, final design, implementation, and closeout. Specific record types may include: • RFP/RFQs, Selection materials; • Contract development records which document significant decisions or changes; • Communications associated with significant contract development and management. May include correspondence with Risk Management, Procurement, correspondence regarding release of bond, etc. Excludes general correspondence which does not significantly affect or alter contract or project. • Final contract, amendments, change orders; • Community outreach documentation; • Correspondence; • Planning and design; • Project budget, cost estimates; • Grant reporting records which do not extend beyond project close. • Project schedules; • Meeting minutes and agendas; • Payment documentation; • Permit applications, project related permits such as facility construction permits; • Briefing materials; • Photos, audio/visual materials related to the project. ***(Continued on next page…)***	**Cutoff:** completion of project or terms of grant agreement, whichever is later **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		Capital Project Records – General CIP-01-006	GS50-18-10R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**

	(Continued from previous page.)
	
	Also includes:
	• **Capital Project Records – Contract Administration**
	• **Capital Project Records – Grant Administration**
	• **Sound Insulation Program – Homeowner Files**
	  ○ Records documenting the work agreed upon and completed for Sound Insulation Program participants. Includes paper records, and records managed in Sound Insulation Program Database.
	• **Sound Insulation Program – Homeowner Database**
	  ○ Records maintained in the homeowner database which provide comprehensive documentation of homeowner participation in program.
	
	Excludes:
	• Environmental records such as: Environmental Checklists, SEPA determinations; geotechnical reports, etc. to be retained according to category ENVIRONMENTAL DOCUMENTATION RECORDS (REAL PROPERY OWNERSHIP).
	• Permits, certifications, use and monitoring records which extend *beyond* the scope of the project, such as land use and environmental permits (utility, shoreline, conditional use, land use exceptions/waivers, variances) covered by category permitting compliance
	• Hazmat remediation projects
	• Mandatory Grant Project Reports submitted to the FAA or other outside agency which extend beyond the scope of the project.
	
	Note: Please refer to KCIA Lease Files Policy for maintenance and management of these records.					

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
63.	**<u>Hazardous Materials/Dangerous Waste –Remediation & Abatement</u>** Records relating to hazardous materials clean-up actions, remediation, and investigations of incidents and/or disasters occurring within KC Airport's jurisdiction and completed by or on behalf of KC Airport. Projects include, but are not limited to: • Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List; • Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; • Clean-up of spills and releases of hazardous materials. Includes • Superfund projects such as Lower Duwamish Waterway Superfund Cleanup • Abatement and remediation projects such as Slip 4 drainage, including records such as Environmental Impact Statements; • Environmental monitoring data used to provide long-term monitoring documentation as required through the Model Toxics Control Act Cleanup Regulations (MTCA).	**Cutoff:** completion of project, or after terms of grant agreement, whichever is later **Retention:** 50 years	**Disposition Action:** Potentially Archival – Appraisal Required ESSENTIAL		Hazardous Materials/Dangerous Waste Abatement and Remediation ASM-04-001	GS50-19-15R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	(Continued from previous page.) Records include, but are not limited to: • Preliminary assessment/site inspection reports, remedial investigation studies and reports, risk and endangerment assessment, health and safety plans, etc.; • Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with CERCLA; • Contracts, abatement permits, consent agreements, record of decision, administrative orders, plans (project operations, work, community relations, quality assurance, etc.); • Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; (Potentially) responsible party searches and investigations; consent decrees; • Alert notifications (email, web post, tweets, RSS feeds, etc.). **Excludes** environmental monitoring and inspections records NOT associated with Hazardous Materials/Dangerous Waste Abatement & Remediation projects, which should be filed under Environmental Monitoring Reports, ASM-04-015.					

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
64.	**<u>Inspection/Monitoring – Environmental</u>** Records relating to environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific record series. May include monitoring of soil, air, water (ground, drinking, surface, and waste), etc. Includes, but is not limited to: • Storm Water sampling and monitoring data including laboratory reports, sampling collection records, chain of custody forms, etc. • Records created by contracted laboratories as well as those created by DOT-Airport. **Excludes** records covered more specifically in other record series such as: • Permitting compliance records: Industrial General Storm Water Permit; Industrial Waste Discharge Authorization – covered by Authorizations/ Certifications – Assets, ASM-01-004 • Hazardous materials abatement/remediation related records covered by Hazardous Materials/Dangerous Waste Abatement and Remediation, ASM-04-001 ***Note: Some environmental monitoring data records may be required for long-term monitoring documentation in relation the Lower Duwamish Superfund site, as required through the Model Toxics Control Act Cleanup Regulations (MTCA). These records should be retained according to the category, Hazardous Materials/Dangerous Waste Abatement and Remediation, ASM-04-001.***	**Cutoff:** end of calendar year **Retention:** 30 years	**Disposition Action:** Potentially Archival – Appraisal Required		Environmental Monitoring Records ASM-04-015	GS51-07-10R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
65.	**<u>Internal Information Requests (Ad-Hoc)</u>** Records include information/data/aerials/maps and other records produced in response to internal or external requestors. Primarily includes records associated with the provision of current engineering data/information regarding potential projects/scenarios/construction, the potential impacts, and the viability of projects. Information provided may also be used to validate or update information for requestor. Records include, but are not restricted to: • Taxiway and runway safety area boundaries; • Transition height surface requests, and site development ability; • Utility data verification; Database updating; • Aerial requests and multiple overlays; • Parking lot dimensions, Airplane Gate layouts, etc. These records are considered General Correspondence. • Records used for capital projects, may be retained according to the Capital Projects Records, CIP-01-006. • Records created that may have potential lasting reference value may be retained in a separate reference file.	**Cutoff:** Year end **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		General Office Communications and Staff Meetings ACO-01-001	GS2010-001R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
66.	**<u>Non-Capital Project Records – General Office Projects</u>** Records relating to Airport projects where not covered by a more specific records series such as capital improvement, construction, or grant funded projects. Project types include general office or administrative projects, such as office moves, program studies or research and fundraising projects, etc. Projects may include Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. Records may include, but are not restricted to: • Work plans, task schedules, project budgets, drafts and reference materials, correspondence, notes, and documents related to final deliverables. • Internal minor projects as requested from management or other Airport section(s); • Minor facility improvements; • Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. For minor or general engineering information requests, see Internal Information Requests (Ad-Hoc). **Excludes** Capital Projects (CIP or Operating Projects) such as projects involving grant, federal, or state funding. ***Note: Final documents associated with projects may have longer retention periods. Examples include: Final research/program reports retained under ACO-02-002, Research/Program Reports, Studies, Surveys, Models and Analyses, final Contracts or Agreements retained under CON-01-010, Contracts, Agreements, and Warranties.***	**Cutoff:** completion of project **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
67.	**<u>Permanent Easements</u>** Records documenting the acquisition/ownership of easements granted to (received by) the King County International Airport. Includes, but is not restricted to • Appraisals; purchase offers which are declined; Legal ownership documentation, where applicable. **Excludes** easements ***granted by*** KCIA, or other real-property ownership documentation covered by Capital Asset/Property Records, ASM-02-007.	**Cutoff:** disposition of asset **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Capital Assets (Other) and Non-Capital Tracked Assets ASM-09-008	GS2012-030

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
68.	**<u>Permit Compliance Records</u>** Permits **related to** inspection & monitoring of county assets (owned or leased) including: **Industrial Stormwater General Permit - DOT Airport Facility** WDOE issued permit allows the airport to discharge stormwater and conditionally approved non-stormwater discharges to waters of the state. Records are used to document the airport's application for coverage under the general permit and to document compliance with permit requirements. May include permit applications, notice of intent (NOI), final permit, maps, monthly facility drive-by inspections with photos, quarterly discharge monitoring reports, stormwater pollution prevention plans (SWPP), corrective action notices and response, correspondence, etc. **Phase I Municipal Stormwater Permit** WDOE issued permit regulates the discharges from municipal separate storm sewer systems. Records document the airport's compliance with permit requirements and are submitted to DNRP for annual reporting purposes. May include waste characterization monitoring reports. **Excludes** Inspection and Monitoring Records Covered under Inspection/Monitoring – Environmental (Environmental Monitoring Reports, ASM-04-015) **Excludes** records related to property (land) ownership, such as land division permits, SEPA determinations, etc., covered by Capital Assets/Real Property Records, ASM-02-007. **Excludes** abatement permits covered by Hazardous Materials/Dangerous Waste – Abatement and Remediation, ASM-04-001.	**Cutoff:** authorization superseded or terminated, AND conditions of authorization satisfied, AND violations (if any) corrected or resolved **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required* *This series was determined potentially archival by the County Archivist. Parallel permits on the state's Utilities Districts schedule are identified as potentially archival (see DAN UT55-06A-24 Rev. 0) The Stormwater General Permit is a required NPDES permit.		Asset Permits/ Authorizations – Environmental ASM-01-004	GS2012-033A

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
69.	**<u>Policies and Procedures (Official) – Development</u>** Working files related to the development of agency policies. Records may include correspondence, research, and drafts related to the development of agency policy.	**Cutoff:** completion of policy **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Policy Development Records ACO-03-001	GS50-01-39R1
70.	**<u>Trainings Provided - General</u>** Records documenting training courses, seminars and workshops ***provided by Airport*** personnel to the public, customers, contractors, or agency employees where: • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. Includes: • Annual training ***provided to*** Airport personnel in Maintenance, Engineering, and Operations. Training may cover: • Information related to drainage locations, best practices for destruction/hazard prevention; updates related to permits and permitting; all Airport staff training such as Active Shooter Training. Records may include, but are not restricted to: • PowerPoint presentations; notes; handouts; list of attendees; correspondence, etc.	**Cutoff:** training provided **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Agency Provided Training – General ACO-10-001	GS2011-181R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
FINANCE AND ACCOUNTING						
71.	**<u>Budget Development, Working Files and Budget Requests</u>** Background information and draft documents compiled in the course of budget preparation. May include: • Preliminary budgets, spreadsheets, statistics, expenditure reports, correspondence, briefing materials, and supporting documentation. • Final KCIA budget sent to the DOT Director's Office and absorbed into the comprehensive DOT budget. • "Budget Book" • Correspondence and budget related records provided to FBOD via email; • Correspondence and records related to Agency Proposed, Executive Proposed, and Council adopted budgets. • Budget related updates, forecasts, financial modelling, etc. created in relation to the budget and/or sent to the DOT-Director's Office.	**Cutoff:** King County budget adopted **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Budget Development Files BUD-01-001	GS50-03D-03
72.	**<u>Check Copies</u>** Check stubs or duplicate copies. Excludes copies of checks or stubs sent to FBOD. Applies to checks and stubs related to Airport bank accounts.	**Cutoff:** year end **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Check Stubs and Duplicate Copies FIN-04-007	GS50-03B-06

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
73.	**<u>Collections Files</u>** Records related to financial disputes and attempts to collect funds/payments where civil litigation is not commenced. Includes 8199 and foreign accounts. Includes, but is not limited to: • Past due notifications and correspondence related to attempts to collect. • AR/AP; • Checks or warrants returned due to NSF; • Correspondence, notices, invoices/statements related; • Damage or loss claims related to purchasing; • Settlement documentation.	**Cutoff:** issue resolved* **Retention:** 6 years *Issue resolved may include collection of funds or when account balance written off.	**Disposition Action:** Non-Archival - Destroy		Collection Files FIN-01-004	GS50-03B-14R3
74.	**<u>Financial Audits – Final Report</u>** Final report, including supportive working papers, summarizing/stating findings and recommendations. Includes, but is not restricted to: Internal or accountability audits; agency response.	**Cutoff:** report completed and all required corrective action taken **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Audit Reports and Findings AUD-01-003	GS50-03F-02
75.	**<u>Financial Audits – Working Documents</u>** Correspondence, cumulative data, subject/reference files used to provide information to auditor.	**Cutoff:** completion of audit, project monitoring, peer review and all corrective actions taken **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Audit Supporting Materials AUD-01-002	GS50-03F-01

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
76.	**<u>Financial Reporting - Internal</u>** Internal financial reports created for the use, analyses and internal reference. Includes, but is not restricted to: • Fuel Audit Spreadsheet • Reports, confirmation of submission, correspondence, inquiries, etc. • Financial Modeling • Reports from accounting systems, financial statements, payroll related reports, annual reports submitted to Finance Manager, copies of CAFRs submitted, A/R Reports, etc.	**Cutoff:** End of year **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		General Office Accounting FIN-01-001	GS2011-184R3
77.	**<u>Financial Reporting (Mandatory) - General</u>** Records relating to financial management and submitted to regulatory agencies as required by federal, state, or local law, where not covered by more specific record series, such as Grant Financial Reporting. Records may include, but are not limited to: • Reports, confirmation of submission, correspondence, inquiries, etc. • DOR Annual Compliance Report • Suspected loss of public funds or assets or other illegal activity filed.	**Cutoff:** submitted to regulatory agency **Retention:** 4 years	**Disposition Action:** Potentially Archival – Appraisal Required		Reporting/Filing (Mandatory) – Financial Management FIN-02-003	GS2011-189R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**

78.	**<u>General Office Accounting</u>**
	Office accounting records, including documentation around accounts payable, accounts receivable, cash and banking activities.
	
	Records include, but are not limited to:
	• **<u>Purchasing/Oracle Requisitions:</u>** Purchases processed through Oracle. Includes original invoices. Also includes inter-fund transfer records and confirmations.
	• **<u>Purchasing Packets:</u>** Records documenting purchases made, including:
	  • Packing slips
	  • Confirmation of payment
	  • Quote
	  • Invoice
	  • Product information
	  • Information entered into MAXIMO
	• **<u>P-Card Records:</u>** P-Card charge documentation. Records may include: Original bank statements; Original or copies of receipts or invoices; P.O. requisition; Expense reports; etc.
	• **<u>Billing & Receiving Documentation:</u>** Accounting information maintained in QuickBooks: includes billing and payments received.
	• **<u>Receipts and Deposit Records</u>**: Receipts given to tenants for payments made to Airport.
	  ○ Also includes late fee notifications.
	
	For Check Copies see "Check Copies"
	For Collections, see "Financial Collections"
	
	(Continued on next page…)
		Cutoff: end of year
		
		Retention: 6 years
			Disposition Action:		General Office Accounting
					
					FIN-01-001
						Combo Rule FIN-01-001
						
						GS2011-184R3 (Financial Transactions – General)
						
						GS2011-185 (Banking-Accounts and Transactions)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	(Continued from previous page.) • **Monthly Reports for Customer Billing:** Monthly report received from Airport Operations used for customer billing. Retain copy used directly for billing. Operations may retain a separate version. • **Self-Report Landings:** Reports received from customers reporting their own landings. Includes all documentation of bills sent. • **Expense Reports:** Expense reports printed and retained with original invoices. • **General Ledger/Journal Entries:** Interdepartmental Report; A/R Reconciliation; General Ledger. Retain all reports and reconciliations not maintained in QuickBooks according to this schedule. • **Taxation:** Records related to the collection and payment of taxes. • **Travel Vouchers and Authorizations:** Records documenting and approving travel and expenses incurred. Copies may be forwarded to FBOD. • **Banking Accounts and Transactions:** Includes deposits and withdrawals; funds transfers (EFTs, ACH, and IMT); Statements; Account adjustment records, stop payment; interdepartmental fund transfers, Cash Receipts Transmittals, daily cash reports/summaries/ reconciliations, etc. ***Note: Records created in Quickbooks or other document database should be purged annually according to their retention requirements.***					

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
79.	**<u>Grant Reporting – Financial – Continuing Grants</u>** Required financial reporting related to continual grant funding. Includes, but is not limited to: • Progress statements; • Expenditure of funds; • Periodic, special, final/closeout reports. Reports include, but are not restricted to: • FAA Annual Cargo Report • FAA 5100 Annual Report • SF425 Quarterly Reporting	**Cutoff:** completion of project/grant closure, or for terms of grant agreement, whichever is later. **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Grant Administration Records FIN-01-017	Combo Rule FIN-05-001 GS50-03C-01R1
80.	**<u>Leave - FMLA/Military Approval Sheets</u>** *Copies* of FMLA/military or other leave forms filled out by employee, authorized by supervisor, and forwarded to DOT-Roads-Human Resources or Payroll. ***Note: Copies retained may contain sensitive employee medical or personal information and should be retained in a protected/locked cabinet.***	**Cutoff:** no longer needed for agency business **Retention:** None	**Disposition Action:** Non-Archival - Destroy	DOT-ROADS-HR/Payroll retains OFFICIAL copy of FMLA/Military leave used for payroll and leave verification purposes	N/A, should not be filed into KC ERMS	GS50-04B-09R2(S)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
81.	**<u>Media and Citizens' Communications</u>** Communications with members of the public (non-County employees, contractors, vendors) regarding requests for agency actions or complaints. Communications primarily consist of general inquiries or requests for information, includes response. Includes, but is not restricted to: • Requests for ad hoc information from the public or other fixed base operations, such as request for Fuel Audit. (Includes response.) **Excludes** official Public Records Request responses handled through DOT Public Records Officer. **Excludes** official Press Releases.	**Cutoff:** year end in which issue was resolved **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2
82.	**<u>Payroll – Supporting Documents</u>** Paper or electronic spreadsheets and other working documents that lead up to the final time reports retained in Oracle or other databases/systems used for paying employee. May also document adjustments made to payroll. Includes, but is not limited to: • Correspondence related to payroll adjustments and discrepancies, including communications with HR or staff. • Includes communications related to pay where not documented elsewhere. **Excludes** duplicate copies of Leave and Time records sent to Roads-HR.	**Cutoff:** end of year **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Payroll Supporting Documents FIN-08-006	Combo Rule FIN-08-006 GS50-03E-15R1 (Employee Pay History) GS50-03E-02R1 (Payroll Processing, Distribution and Reporting)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
83.	**<u>Policies and Procedures (Official) – Development</u>** Working files related to the development of agency policies. Records may include correspondence, research, and drafts related to the development of agency policy.	**Cutoff:** completion of policy **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Policy Development Records ACO-03-001	GS50-01-39R1
84.	**<u>Policies and Procedures (Official) - Final</u>** Officially adopted policies, procedures or rules affecting KCIA. Includes policies activated through ordinance, resolution, or director signature.	**Cutoff:** superseded or obsolete **Retention:** None – Transfer immediately to King County Archives after cutoff period	**Disposition Action:** Archival – Permanent Transfer **ESSENTIAL**		Final Adopted Policy ACO-03-002	GS50-01-24R1
85.	**<u>Timesheets (Maintenance) - Secondary</u>** Copy of timesheet retained and used only for data entry where information is transcribed into Maximo. Functions as a cost-related document for maintenance projects. ***Note: Copy may also may be used to document overtime worked where information forwarded***	**Cutoff:** no longer needed for agency business **Retention:** None	**Disposition Action:** Non-Archival - Destroy	DOT-ROADS-Payroll retains OFFICIAL copy of Payroll Support Document used for verification of overtime.	N/A, should not be filed into KC ERMS	GS50-03E-15R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
LEASE AND PROPERTY MANAGEMENT						
86.	**<u>Informational Reports (Annual Lease Log Report)</u>** Final reports, study, survey, statistics, etc. resulting from the analysis of agency information or data. Final internal reports compiled for agency use and business, and where not covered by other more specific categories. Data/statistical reports used internally for information purposes only (KCIA). Includes: • Annual FAA Airport Grant Assurance Compliance Certification Report sent to KCIA-Operations. Used to provide basic information related to leases. ○ Lease log report may contain, but is not restricted to the following information: Data compiled annually documenting statistics related to leases and lessees.	**Cutoff:** end of year **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Informational Reports ACO-02-003	GS50-06F-03R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
87.	**<u>Lease Files</u>** Records documenting KCIA management of facility leasing (in conjunction with KC FMD, official leasing agent.) Records include, but are not restricted to: •Leases and lease files. •Insurance Certificates **<u>provided to</u>** KCIA by lessee. •Correspondence (legal advice) which document significant/substantive changes to any original leases •Negotiations, amendments, or compliance monitoring, if required •Liability waivers (hold harmless, insurance, etc.). **Excludes** Hangar & Tie Down Leases managed through KCIA Operations. ***Note: Please refer to KCIA Lease Files Policy for maintenance and management of these records.***	**Cutoff:** termination or expiration of lease **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**	* Some primary records for this series are held by DES / Facilities Management Division (FMD).	Leases ASM-06-001	GS50-01-11R4

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
MAINTENANCE						
88.	**<u>Certifications & Inspection Records</u>** Certifications or authorizations acquired by KCIA-Maintenance in relation to official inspections **conducted on equipment or other assets** used or owned by agency. *Includes related inspection records* Records may include, but are not restricted to: • Any certifications or authorizations resulting from Monthly Fire Inspection Report; • Elevator inspection certifications. ***Note: Inspections not supporting certifications/re-certifications, or authorizations but are regulated may be retained according to Inspections/Monitoring – Regulated/Non Environmental, ASM-14-001. Inspection records not supporting certifications/re-certification, or authorizations and are not regulated may be retained according to Inspection/Monitoring Non-Regulated, ASM-14-002.***	**Cutoff:** authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected/ resolved **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Insurance, Safety and Fire Inspection Reports ASM-07-003	GS2012-033

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
89.	**Contracts and Agreements** 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 records related to the development and management of contracts not associated with capital or other projects. Includes: • Communications, all post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as change orders, compliance monitoring, etc. • Insurance certificates provided to KCIA maintenance when required by KCIA as proof contractor or vendor maintains adequate insurance for the duration of project/work being completed. **May also be retained in project/contract/work order file.** **Excludes** project-specific contracts maintained with capital project or general project files. (See CON-01-004 for all Inter-Agency, Inter-Local; Inter-Governmental, etc. agreements).	**Cutoff:** obsolete or superseded **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Contracts, Agreements, and Warranties CON-01-001	GS50-01-11R4
90.	**Daily Operations Logs** Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews. Logs include daily tracking of incidents or activities during day to day operations including: time of event; category of event (fuel spill, parking log, airfield, gate, shift, other, etc.); OPS initials; information about the operation.	**Cutoff:** Year end **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Work Logs PER-02-002	GS2010-001R3C

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**

91.	**<u>Employee/Visitor Monitoring (In/Out Logs)</u>**
	Records documenting employee (includes contractors and volunteers) and public access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records data.
	
	Includes, but is not limited to:
	• <u>In/Out Logs – Airport</u>
	  ○ Staff and visitor access/entry logs, swipe card data, etc.;
	  ○ Information system login records.
		Cutoff: date of report or last log entry
		
		Retention: 3 years
			Disposition Action: Non-Archival - Destroy		Security Monitoring – Employee/Public/ Visitor Access
					
					ASM-10-007
						GS50-06B-20R1

92.	**<u>Facility Systems/Equipment Documentation</u>** Documentation of systems equipment installed in facilities owned, leased or maintained by the local government agency. Includes only systems and equipment that are not integral to the structure of the facility and that may be replaced during the life of the facility, such as: • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilation and air conditioning; • Plumbing; • Security. Includes but is not limited to: • Installation specification drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions, specifications; • Warranties.	**Cutoff:** equipment or system replaced or removed **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Installed Equipment/System Documentation Facility and Property Management ASM-07-005	GS50-06B-22R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
93.	**<u>Inspections/Monitoring Records – Regulated</u>** Records documenting any inspections/monitoring of equipment and agency assets, where inspections ***are required,*** and/or inspections records ***are monitored,*** by regulatory agencies. May result in certification or authorization for business operations or functioning. Includes inspection of infrastructure, equipment, systems, vehicles, IT hardware, equipment, gear inspections or testing. May include, but is not limited to: • Facility, equipment, or other inspections conducted, but not required to retain authorization or certification. **Excludes:** • Environmental or hazardous materials inspections/monitoring covered under more specific record series. • Original NOTAMS issued which should be retained according to the category, Reporting/Filing (Mandatory) – Agency Management, ACO-02-004. • Inspection records which are required for certifications or authorizations, such as equipment certifications. These should be retained according to Insurance, Safety and Fire Inspection Records, ASM-07-003. • Official Incident Reports should be retained with Risk Management and with ARFF.	**Cutoff:** year end and completion of any corrective actions taken, if necessary **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Inspections/Monitoring - Regulated/Non Environmental ASM-14-001	GS2012-038

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
94.	**<u>Leave - FMLA/Military Approval Sheets</u>** Copies of FMLA/military or other leave forms filled out by employee, authorized by supervisor, and forwarded to DOT-Roads-Human Resources or Payroll. ***Note: Copies retained may contain sensitive employee medical or personal information and should be retained in a protected/locked cabinet.***	**Cutoff:** no longer needed for agency business **Retention:** None	**Disposition Action:** Non-Archival - Destroy	DOT-ROADS-HR/Payroll retains OFFICIAL copy of FMLA/Military leave used for payroll and leave verification purposes	N/A, should not be filed into KC ERMS	GS50-04B-09R2(S)

95.	**<u>Maintenance – Major and/or Regulated</u>** Records documenting all major maintenance AND all regulated (required by a regulatory agency and/or local, state, or federal statute) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency's structures and infrastructure (buildings, roads, bridges, vehicles/aircraft, equipment, IT hardware, etc.) Includes work performed by contractors, if necessary. Includes, but is not limited to: • Instructions, maintenance manuals, vendor statements; maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); original defect inspection reports; service, repair, and maintenance records (regulated or major); work orders; related correspondence. **Excludes:** Maintenance records covered more specifically in King County General Records Retention Schedule or agency specific retention schedules, such as GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10; Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section. ***Note: Records generally maintained in MAXIMO. Records used only for data entry into MAXIMO considered transitory if full record of data is entered. Information not entered into MAXIMO, such as email communications or documentation on paper records, should be retained according to this retention category.*** ***Note: If capability to remove/transfer records become available MAXIMO records should be dispositioned according to this schedule.***	**Cutoff:** asset no longer owned by agency **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**	* **KCIA/ Operations** is official record keeper if work completed by KCIA/ Operations.	Maintenance – Major and/or Regulated ASM-07-006	GS2012-039
96.	**<u>Maintenance – Preventative & Minor</u>** Records documenting maintenance performed on assets owned, used, or maintained by the agency that is ***minor*** in nature **and *NOT required by a regulatory agency.***	**Cutoff:** year end **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Maintenance – Minor, Non-Regulated	GS2012-040

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
	Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors. Minor, non-regulated maintenance may include, but is not limited to: • Custodial, floor and window cleaning, lawn/ gardening, etc.; Exterior/interior painting; Vehicle and equipment oil changes, tune-ups, filters, tires, etc.; Records include, but are not limited to: • Service, repair and maintenance records (minor non-regulated); Correspondence, work orders, lists/logs and reports. **Excludes:** Maintenance records covered more specifically in King County General Records Retention Schedule or agency specific schedules, such as GS2012-039 and GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10; Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section. ***Note: Records generally maintained in MAXIMO. Records used only for data entry into MAXIMO considered transitory if full record of data is entered. Information not entered into MAXIMO, such as email communications or documentation on paper records, should be retained according to this retention category.*** ***Note: If purging capabilities become available through MAXIMO records should be dispositioned according to this schedule.***				ASM-07-007	

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
97.	**<u>Operation Manuals</u>** Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency where not covered by a more specific records series in King County General Schedule or agency specific schedules.	**Cutoff:** Until disposition or sale of facility or equipment **Retention:** None	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Operating Manuals ASM-07-001	GS50-06B-09R1
98.	**<u>Payroll – Supporting Documents</u>** Paper or electronic spreadsheets and other working documents that lead up to the final time reports retained in Oracle or other databases/systems used for paying employee. May also document adjustments made to payroll. Includes, but is not limited to: • Request to work additional hours; • Daily time worksheet which may include overtime hours worked.	**Cutoff:** year end **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Payroll Supporting Documents FIN-08-006	Combo Rule FIN-08-006 GS50-03E-15R1 (Employee Pay History) GS50-03E-02R1 (Payroll Processing, Distribution and Reporting)
99.	**<u>Purchasing Packets (General Office Accounting)</u>** Records documenting purchases made by KCIA-Maintenance. Records may include, but are not restricted to: • Packing slips • Confirmation of payment • Quote • Invoice • Product information • Information entered into MAXIMO	**Cutoff:** year end **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		General Office Accounting FIN-01-001	GS2011-184R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
100.	**<u>Timesheets (Maintenance)</u>** *Copy* of timesheet retained and used only for data entry where information is transcribed into Maximo. Functions as a cost-related document for maintenance projects. Copy may also may be used to document overtime worked where information forwarded	**Cutoff:** no longer needed for agency business **Retention:** None	**Disposition Action:** Non-Archival – Destroy	DOT-ROADS-Payroll retains OFFICIAL copy of Payroll Support Document used for verification of overtime.	N/A, should not be filed into KC ERMS	GS50-03E-15R1(S)
101.	**<u>Training – Certificated Or Regulated</u>** Records documenting training courses or workshops provided by KCIA Maintenance to agency employees, customers, the public or contractors *where certifications, credentials, or licenses are awarded AND/OR training required by federal, state, or local statute, or by employer.* Records include, but are not restricted to: • Curricula; Materials presented; tests administered; attendees lists and sign-in sheets; test results; evaluations; certifications awarded, etc. • Disaster recovery/emergency preparedness, certifications, trainings, etc. **Excludes** HazMat Trainings covered under the Trainings – Hazardous Materials category.	**Cutoff:** date training provided **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Agency-Provided Training – Certification, Continuing Educations Credits, and Mandatory ACO-10-006	GS2011-180R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
102.	**<u>Training Records – General Trainings</u>** Records documenting training courses, seminars and workshops ***provided by Airport*** personnel to the public, customers, contractors, or agency employees where: • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. Records may include, but are not restricted to: • Annual training ***provided to*** Airport personnel in Maintenance and Operations. ○ Training Information related to drainage locations, best practices for destruction/hazard prevention; updates related to permits and permitting, etc. • PowerPoint presentations; notes; handouts; list of attendees; correspondence, etc.	**Cutoff:** Date of training **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Agency-Provided Training – General ACO-10-001	GS2011-181R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
103.	**<u>Training – Hazmat Materials Handling</u>** Records documenting training courses, seminars and workshops ***provided by Airport personnel*** to the public, customers, contractors, or agency employees, relating to non-radiological hazardous materials/waste handling or exposure (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where: • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or, • Training is required by federal, state or local statute, and/or by employer. Records include, but are not limited to: • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. **Excludes** records covered more specifically in King County General Records Retention Schedule or agency specific schedules such as: • Radiation protection training as defined by WAC 246-222-030 and American Nuclear Insurers (ANI) Information Bulletin 80-1A and covered in the Public Utilities Records Retention Schedule. • Employee training certificates/history retained in the employee's personnel file or employee training history file. ***Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.***	**Cutoff:** Training provided **Retention:** 50 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Agency Provided Training – Hazardous Materials ACO-10-003	GS2012-029

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
104.	**<u>Usage & Dispersal- Equipment/Facilities</u>** Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency such as vehicles, equipment, etc. Includes, but is not limited to: • Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports of vehicle and equipment usage; • Checkout and usage logs including key checkout logs; • Fuel usage data and gas logs; • Parking passes issued out to employees, contractors, or volunteers. **Excludes** records documenting the *<u>authorization/approval</u>* to use and access facilities, equipment, infrastructure, networks, or agency information. ***Note: Records generally maintained in MAXIMO. Records used only for data entry into MAXIMO considered transitory if full record of data is entered. Information not entered into MAXIMO should be retained according to this retention category.***	**Cutoff:** end of year **Retention:** 4 years	**Disposition Action:** Non-Archival - Destroy		Usage and Dispersal (Assets) ASM-12-002	GS2012-045

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
OPERATIONS, DUTY, BADGE OFFICE, NOISE MANAGEMENT						
105.	**<u>Airport Advisories</u>** Advisories issued by the Airport Director regarding general information which could potentially impact tenants and the general public. Advisories may include, but are not restricted to: • Notices regarding construction; temporary flight restrictions; departure and arrival changes; special events; other information that could affect normal operations, accessibility, and Airport users, and email Advisory sent. ***Note: The email sent out with the advisory attached is considered the official copy. Printed copies are considered transitory/duplicate copies. Copies created in Word format are considered transitory and can be deleted after official advisory sent out via email. Copies should not be printed and signed.*** ***Note: These records are for advisory information-only. Information may be duplicated in official NOTAMS. This category excludes official NOTAMs or emergency/disaster information/HAZMAT alerts issued.***	**Cutoff:** end of year **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Elected Officials, Department and Division Heads Communications, Subject and Issue Files ACO-01-002	GS50-01-12R3

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
106.	**<u>Airport Certification Manual</u>** Manual required by the FAA to be created and maintained by the King County International Airport. Identifies methods and procedures KCIA employs to meet certification requirements specified in Title 14 of CFR, Part 139, Certification of Airports. Manual is required to retain the Operating Certificate. Manual may contain the following information: • Operations and response plans: Snow, ice, wildlife, and emergency response plans. Records include: • Certification Manual ***Note: Letters of Certification/Corrections should be retained according to the "Certifications" category below. Inspection records should be retained according to "Inspections and Monitoring" category below.***	**Cutoff:** superseded, obsolete, or Airport ceases operations/ functions **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required **ESSENTIAL**		N/A – Not to be retained in KC ERMS due to security risk	GS55-05G-04R1
107.	**<u>Airport Security Plan</u>** Airport emergency plan detailing special or VIP security measures, emergency/incident response, security layout, and access authorization procedures. Records include, but are not restricted to: • DCA Site Plan; • Airport Emergency Plan (AEP); • Security Layout.	**Cutoff:** obsolete or superseded **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		N/A – Not to be retained in KC ERMS due to security risk	GS50-14-03R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
108.	**<u>Badge Assignment Records</u>** Records documenting badges issued to employees, including contractors and volunteers, for access to Airport Operations Area (AOA) or other Airport facilities and property. May include but is not restricted to: • Application for badges; • Logs or other tracking documentation of current cards issued. **Excludes** day-only IDs issued covered by ASM-10-007, Security Monitoring – Employee/Public/Visitor Access.	**Cutoff:** termination of user's access (completion of contract) or authorization form superseded **Retention:** 6 years	**Disposition Action:** Non-Archival – Destroy ESSENTIAL		Security ID Badge Applications ASM-10-001	GS2010-002R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
109.	**<u>Capital Project Records (Sound Insulation Program – Homeowner Files)</u>** Records documenting the work agreed upon and completed for Sound Insulation Program participants. Includes paper records, and records managed in Sound Insulation Program Database. Records include, but are not restricted to: • Homeowner participation acceptance agreement; Official contracts agreeing to work; • Results of pre-noise tests determining home qualifications within FAA approved noise mitigation boundaries; • Post-installation insulation noise test results; • Specifications or products, • Product warranty packets; • Contractor agreements and work completed; • Copies of Aviation Easement accessing airspace rights; • Correspondence; etc. • Contract close-out. **Sound Insulation Program – Homeowner Database:** Records maintained in the homeowner database which provide comprehensive documentation of homeowner participation in program. Records include, but are not restricted to: Legal documents filed with the KC Recorder's Office; as well as individual homeowner's files that contain all correspondence and legal documents between KCIA and homeowners. ***Note: Records maintained in database should be managed/purged according to the retention requirements in this category if/when the purge functionality becomes available.***	**Cutoff:** completion of project or terms of grant agreement, whichever is later **Retention:** 10 years	**Disposition Action:** Potentially Archival – Appraisal Required		Capital Project Records – General CIP-01-006	GS50-18-10R1

110.	**<u>Contracts, Agreements, and Waivers</u>** 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 records related to the development and management of contracts not associated with capital (or other) projects. Includes communications, all post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as change orders, compliance monitoring, etc. Includes, but is not limited to: • Agreements to waive liability, assume risk, and to indemnify. (Liability Waivers) • **Special Event Permits**: contract packet between the airport and the party wishing to host an event at the airport (such as fly-ins, memorials, large meetings with catering, etc.). Includes proof (copies) of permit to serve alcohol, insurance, and copy hot work permit if applicable. Original hot work permit managed through ARFF. • Consultant contracts • Insurance certificates ***<u>provided to</u>*** KCIA. • Letters of Agreement with Boeing • **Noise Monitoring – Annual Exelis Agreements:** Agreements that extend the original Exelis contract for annual maintenance, calibration, and site selection. **Excludes the following:** • Project-specific contracts maintained with Capital Project Records, CIP-01-006, or Non-Capital Project File, ACO-02-001. • Contracts related to Inter-Agency, Inter-Local; Inter-Governmental Agreements, CON-01-004. • Lease agreements retained with Lease Files, ASM-06-001. • Project-specific contracts maintained with capital project or general project files.	**Cutoff:** completion of transaction or termination/ expiration of instrument **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Contracts, Agreements, and Warranties CON-01-001	GS50-01-11R4

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
111.	**<u>Daily Operation Logs</u>** Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews. Logs include daily tracking of incidents or activities during day to day operations including: time of event; category of event (fuel spill, parking log, airfield, gate, shift, other, etc.); OPS initials; information about the operation.	**Cutoff:** end of year **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Work Logs PER-02-002	GS2010-001R3C
112.	**<u>Informational Reports</u>** Final reports, study, survey, statistics, etc. resulting from the analysis of agency information or data. Final internal reports compiled for agency use and business, and where not covered by other more specific categories. Data/statistical reports used internally for information purposes only (KCIA). Records may also include, but are not restricted to: • Noise statistical & information reports: statistics and data compiled for research and information purposes. ○ **Excludes** case by case investigation and research. This category applies to comprehensive spreadsheets, reports, or data statistics for the purpose of analyzing and reporting on annual noise occurrences, historical study of noise complaints, etc. • Annual wildlife report; • Data/statistical reports used internally for information purposes only (KCIA). **Excludes** reports required by CFR 139, or reports required to be submitted to an external agency. Also excludes weekly reports.	**Cutoff:** end of year **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Informational Reports ACO-02-003	GS50-06F-03R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
113.	**<u>Inspection/Monitoring Records - Regulated</u>** Records documenting any inspections/monitoring of equipment and agency assets, where inspections ***are required and/or monitored,*** by regulatory agencies, but no authorizations or certifications are issued in relation to inspection. May include inspection of infrastructure, equipment, systems, vehicles, IT hardware, equipment, gear inspections or testing. Records may include, but are not restricted to: • **Daily Inspection Reports:** inspection report and checklist, wildlife inspection tracking logs, snow, ice and weather monitoring, *<u>copies</u>* of NOTAMS issued, and completed inspection log of other items to note such as fuel spills. May include "note to file" or copies of incident reporting completed. Includes any general notifications sent to all Airport staff in regards to items noted on daily inspection such as fuels spill notices, wildlife strikes, etc. • **Airfield Inspection Report**: Sheet used to monitor airfield three times a day **Excludes:** • Environmental or hazardous materials inspections/monitoring covered under more specific record series. • *<u>Original</u>* NOTAMS issued which should be retained according to the category, Reporting/Filing (Mandatory) – Agency Management, ACO-02-004. • Inspection records which are required for certifications or authorizations, such as equipment certifications. These should be retained according to Insurance, Safety and Fire Inspection Records, ASM-07-003. • Official Incident Reports should be retained with Risk Management and with ARFF.	**Cutoff:** year end and completion of any corrective actions, if necessary **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Inspections/Monitoring – Regulated/Non-Environmental ASM-14-001	GS2012-038

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
114.	**<u>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</u>** Instruments signed by the county and **one or more government agencies** that set out terms and conditions to which the signing parties agree or submit. Includes records related to the development and management of contracts not associated with capital or other projects. Includes communications, all post-award records needed to interpret, modify, adjust, monitor, or further negotiate original contract such as change orders, compliance monitoring, etc. Includes, but is not restricted to: • Operation agreements, monitoring records, negotiations, etc. • Letters of Agreement with Air Traffic Control Tower (ATCT) – Federal Aviation Administration **Excludes** project-specific contracts maintained with Capital Project Records, CIP-01-006, or non-capital Project File, ACO-02-001. See CON-01-001 for all other Contracts, Agreements, and Waivers. ***Note: Per RCW 39.34.040, a copy of each of the county's interlocal agreements must either be filed with the King County Recorder's Office or sent to DES / RALS / Archives, Records Management and Mail Services for publishing on the internet. This should happen before the agreement has been entered into force.***	**Cutoff:** termination or expiration of instrument **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required ESSENTIAL		Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements CON-01-004	GS50-01-11R4B

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
115.	**<u>Lease Files (Tie-Down and Hangar Leases)</u>** Instruments (leases) signed by Airport and one or more parties that set out the terms and conditions to which Airport and the lessee agrees. May include negotiations or change orders where appropriate. Includes, but is not restricted to: • Hangar & Tie-down Leases for the primarily monthly rental of small to larger hangars managed on KCIA/King County property; • Certificates of Insurance **<u>provided to</u>** KCIA by lessees; • Applications, correspondence; hangar inspection records, initial guidance, etc., related to leases.	**Cutoff:** expiration of lease **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy **ESSENTIAL**		Leases ASM-06-001	GS50-01-11R4

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
116.	**<u>Media and Citizens' Communications/Noise Complaints</u>** Communications with members of the public (non-County employees, contractors, vendors) regarding requests for agency actions or complaints. Communications primarily consist of general inquiries or requests for information, includes response. Includes: • **Noise complaints:** Complaints filed by citizens associated with King County Airport air traffic noise and disturbances. Complaint filed by telephone, email or filed via website form. ○ Includes airport responses, which provide information about KCIA flight paths, noise levels, etc. in the area at the time indicated on the complaint. Noise Complaint considered resolved when official response letter sent to complainant. Response letter includes information related to the flight paths noise levels indicating noise levels were within legal limits. **Excludes** communications with contracted tenants/lessees to be retained with Lease File category, Leases ASM-06-001. **Excludes** official Public Records Act Request responses handled through DOT Public Records Officer.	**Cutoff:** end of year in which the issue was resolved **Retention:** 8 years	**Disposition Action:** Non-Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R1D

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
117.	**<u>Non-Capital Project Records</u>** Records relating to agency projects where not covered by a more specific records series such as capital improvement, construction, or grant funded projects. Project types include general office or administrative projects, such as office moves, program studies or research and fundraising projects, etc. Records may include, but are not restricted to: • Work plans, task schedules, project budgets, drafts and reference materials, correspondence, notes, and documents related to final deliverables. Projects include, but are not restricted to: • Veoci Database Project • Training exercises updates for ARFF employees • Yearly FAA Runway Safety Management Program • Boeing Compass Rose Project, etc. • Graphic art design for Airport vehicles/trucks See also, Project Files – Non-CIP (Cross-Section). This category includes Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified. **Excludes** Capital Projects (CIP or Operating Projects) such as projects involving grant, federal, or state funding. ***Note: Final documents associated with projects may have longer retention periods. Examples include: Final research/program reports retained under ACO-02-002, <u>Research/Program Reports, Studies, Surveys, Models and Analyses.</u> As well, some contracts, permits, or grant-related reporting records may extend beyond the close of the project and should be retained according to their respective categories.***	**Cutoff:** project completed **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
118.	**<u>Policies and Procedures (Official) - Final</u>** Officially adopted policies, procedures or rules affecting all of the King County Airport. Includes policies activated through ordinance, resolution, or director signature. Includes: • <u>Standard Operating Procedures</u> • Official KCIA policies, procedures, or rules affecting the entire agency, such as standard agency-wide policy • Policies or procedures are activated by department head signature.	**Cutoff:** superseded or obsolete **Retention:** None **Permanent –** Transfer to the King County Archives immediately following cutoff period	**Disposition Action:** Archival – Permanent Transfer **ESSENTIAL**		Final Adopted Policy ACO-03-002	GS50-01-24R1
119.	**<u>Public Outreach, Presentations, & Tours</u>** Records related to the planning and/or execution of educational and promotional events, campaigns, tours, and presentations conducted by KCIA staff to the public in order to promote the agency's mission, programs, or business. Includes: • Sound Insulation Program Outreach ○ Records related to the advertising and outreach of the Sound Insulation Program. • Brochures; letters; other publications such as KCIA Pilots brochure; • Presentations, including PowerPoint and materials provided; • Homeowners briefing materials, etc. ***Note: Original proof copies may be retained as long as needed for occasional printing.***	**Cutoff:** record superseded or no longer needed **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Advertising, Promotion and Outreach PRE-01-005	GS2011-165

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
120.	**<u>Reporting – Required/Mandatory</u>** All records required to be filed with, or submitted to, an outside agency – federal, state or local. Records may include, but are not restricted to: • Final/official report, forms or lists, submission confirmation, correspondence related to reporting, inquiries, etc. • Mandatory reporting required by the FAA or other external agency. • 5010 FAA Master Record Report • Form 7460-1 and other supplemental forms related to CFR Part 77, required to be filed with FAA. • Aircraft informational Reports sent to FAA • NOTAMs (Notice to Airmen, created and issued by KCIA Operations in accordance with FAA required procedures. Records are a notice created by KCIA and filed with the FAA to alert aircraft pilots of nonstandard potential hazards along the route and at the location which could affect the safety of the flight. Potential hazards may include changes in airfield conditions, weather hazards, wildlife hazards, etc. Issued to insure timely knowledge essential for flight operations) • Program Guidance Letter (PGL) compliance reports to FAA, submitted March & September (2011-2015). • Noise program status reports.	**Cutoff:** report or document submitted **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Reporting/Filing (Mandatory) – Agency Management ACO-02-004	GS2012-028R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
121.	**<u>Training Provided – Certificated Or Regulated</u>** Records documenting training courses or workshops provided ***by Airport Operations*** to agency employees, customers, the public or contractors ***where certifications, credentials, or licenses are awarded AND/OR training required by federal, state, or local statute, or by employer.*** May include disaster recovery/emergency preparedness, certifications training, etc. Records include, but are not restricted to: • Curricula; Materials presented; tests administered; attendees lists and sign-in sheets; test results; evaluations; certifications awarded, etc. • Driver Training: provided to staff, contractors, members of the public, etc. who may drive vehicles on the Airport runway and other designated areas. ***Note: Training records received by employee, managed by supervisor documenting employee receipt of training should be managed in the employee Personnel File.*** **Excludes** HazMat Trainings covered under the Trainings – Hazardous Materials category. **Excludes** General Trainings.	**Cutoff:** date training provided **Retention:** 6 years	**Disposition Action:** Non-Archival - Destroy		Agency-Provided Training – Certification, Continuing Education Credits, and Mandatory Training ACO-10-006	GS2011-180R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
122.	**<u>Training Provided - General</u>** Records documenting training courses, seminars and workshops ***provided by Airport*** personnel to the public, customers, contractors, or agency employees where: • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. Includes, but is not restricted to: • Trainings provided to Airport staff • Active Shooter Training • PowerPoint presentations; notes; handouts; list of attendees; correspondence, etc.	**Cutoff:** training provided **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Agency Provided Training – General ACO-10-001	GS2011-181R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**

123.	**<u>Work Orders (Major or Regulated Repair Project)</u>**
	Records documenting all major maintenance and regulated maintenance (required by regulatory agencies and/or local, state, or federal statute and/or court order/rule) performed on assets owned, used, or maintained by the agency in order to insure full useful life of the agency's structure and infrastructure (buildings, roads, bridges, vehicles/vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors.
	
	Includes, but is not limited to:
	• Work orders submitted to Maintenance, including any related communications.
	• Larger maintenance projects that requires extensive work to be performed, or are regulated. These issues can include but are not limited to:
	  ○ Major runway repaving; runway painting, large-scale building/hangar maintenance – may be regulated
	  ○ Periodic Airport wide large scale maintenance projects.
		Cutoff: asset no longer owned
		
		Retention:
		6 years
			Disposition Action:
			Non-Archival - Destroy
			
			ESSENTIAL
					Maintenance – Major and/or Regulated
					
					ASM-07-006
						GS2012-039

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
124.	**<u>Work Orders (Minor/Non-Regulated – Maintenance)</u>** Records documenting maintenance performed on assets owned, used, or maintained by the agency that is **minor** in nature **and NOT required by a regulatory agency.** Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors. Includes, but is not limited to: • Work orders submitted to Maintenance, including any related communications. • Airside, landside, aircraft; and all Airport facilities; • Taxiway/runway lights, general facilities/buildings service & minor repair, malfunctioning parts in restrooms, vehicle issues, etc. • Routine maintenance projects such as minor pavement surface fixtures (pot-hole repair), minor plumbing or building fixtures, grounds keeping & landscaping, etc. • <u>Noise Monitoring Selection and Calibration Records-Exelis)</u>: Records document the management of the physical stations implemented to monitor KCIA aircraft noise. Records include, but are not restricted to: ○ Annual site maintenance, selection and calibration records. May include work orders, related correspondence, and any lists or logs of repair work completed. **Excludes** original and extension Exelis contracts. **Excludes** major and/or regulated maintenance.	**Cutoff:** year end **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Maintenance – Minor Non-Regulated ASM-07-007	GS2012-040

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
PLANNING						
125.	**<u>Development Files - Airport Master Plan/Strategic Plan</u>** Records related to the development of the Airport Master Plan. Records include, but are not restricted to: • Forecasting; needs assessment; feasibility studies, surveys, or reports; goals and objectives; long-range views; annual review; drafts; correspondence, etc.	**Cutoff:** plan completed **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		Strategic and Work Plans – Development ACO-04-002	GS2010-079

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
126.	**Development Files - Plans, Reports, Position Papers (Non-Capital Project Records)** Records relating to Airport projects where not covered by a more specific records series such as capital improvement, construction, or grant funded projects. Project types include general office or administrative projects, such as office moves, program studies or research and fundraising projects, etc. Records may include, but are not restricted to: • Work plans, task schedules, project budgets, drafts and reference materials, correspondence, notes, and documents related to final deliverables. See also, Project Files – Non-CIP (Cross-Section), which includes Airport-wide projects that all staff may contribute to or take part in, but where there is no designated project manager identified. **Excludes** planning related to Airport Master Plan, retained under Strategic Plan – Development ACO-04-002 & Capital Projects which should be retained under the Capital Projects – General, CIP-01-006. ***Note: Final documents associated with projects may have longer retention periods. Examples include: Final research/program reports retained under ACO-02-002, Research/Program Reports, Studies, Surveys, Models and Analyses, final Contracts or Agreements retained under CON-01-010, Contracts, Agreements, and Warranties.***	**Cutoff:** plan completed **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
127.	**<u>Final Plan – Airport Layout Plan/Long Range Asset Plan</u>** **Final version** of the Airport's long-range strategic plan(s) for the management of its physical and intangible assets. Records include, but are not restricted to: • Final version of **physical layout plans** • Long-range plans for the development of physical assets. Plans include: • Layout Plan; Land Use Plan; Area Plan; Maps and Exhibits used to interpret layout plan. **Excludes** agency-wide Strategic Plan, ACO-04-003.	**Cutoff:** superseded **Retention:** 2 years	**Disposition Action:** Potentially Archival – Appraisal Required		Long-Range Asset Plans (Final Version) ASM-08-003	GS51-07-15R1
128.	**<u>Final Plan – Airport Master Plan/Strategic Plans</u>** Final version of Airport Division strategic plan, used to align the agency's organizational and budget structure with its priorities, missions, and objectives. Includes only Airport-specific **final plan** not included in department-wide planning. Includes, but is not restricted to: • Airport Master Plan • Operations Forecasts	**Cutoff:** plan revised or obsolete **Retention: Permanent –** 2 years after cutoff period contact the KCIA Records Coordinator for appropriate disposition to the King County Archives	**Disposition Action:** Archival – Permanent Transfer		Strategic Plan – Final Version ACO-04-003	GS2010-080

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
129.	**<u>Final – Reports & Position Papers (General)</u>** Research reports, plans, papers, position papers or other surveys, studies, or analyses where not covered by a more specific record series, and not part of a particular Airport Capital Project. Records include any documents, correspondence, data, etc. necessary for interpretation of, or to support, final report or study. Includes reports or studies completed by contractors for KCIA. Records include, but are not restricted to: • Final Reports & Position Papers • Economic Impact Studies; • Policy and Position Papers; • Input/ Output Models. **Excludes** Master and Long-Range Plans, <u>ASM-08-003</u> and <u>Final Adopted Policy, ACO-03-002</u>. **Excludes** Reports required for Federal Reporting Purposes such as Federal 106 reports.	**Cutoff:** obsolete or superseded **Retention:** 6 years	**Disposition Action:** Potentially Archival - (Appraisal Required)		Research/Program Reports, Studies, Surveys, Models and Analyses ACO-02-002	GS50-01-32R1
130.	**<u>Policies and Procedures (Official) – Development</u>** Working files related to the development of agency policies. Records may include: • Correspondence, research, and drafts related to the development of agency policy.	**Cutoff:** completion of policy **Retention:** 6 years	**Disposition Action:** Potentially Archival - (Appraisal Required)		Policy Development Records ACO-03-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
131.	**<u>Reporting – Required/Mandatory</u>** All records required to be filed with, or submitted to, an outside agency – federal, state or local. Records may include, but are not restricted to: Final/official report, forms or lists, submission confirmation, correspondence related to reporting, inquiries, etc. Includes: • Final – Historic/Cultural Impact Analyses & Reports • Reports required by, or submitted to, an outside agency such as federal, state, or local. • Reports/forms/certificates; submission confirmation; correspondence; inquiries; memos, etc. • National Historic Preservation Act, Section 106 Cultural Impact Reports.	**Cutoff:** document or report submitted **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Reporting/Filing (Mandatory) – Agency Management ACO-02-004	GS2012-028R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
Common to All Sections						
132.	**<u>General Office Communications and Staff Meetings</u>** Records created, received and used when communicating within and outside the county on general topics related to the business of the county and the conduct of general office staff meetings. Records generally document actions taken by employees in the course of daily work which employees are directly or indirectly responsible for, and where records do not fall under any other category. Communication records include, but are not restricted to: • Communication intended transfer and communicate about draft or final documents, but are not the final version; **Example: WEEKLY REPORTS –** information added to, or incorporated with a more comprehensive agency wide report, sent to Director used for final reporting to Executive. • Communications which enable discussion about, or information related to, work you do on day to day tasks; including KCIA event planning. • Communication in response to a request for review of draft documentation, reviews and recommendations provided to individual responsible for final record. • Communications related to **unofficial** King County committees or advisory bodies. (A list of **official** King County Advisory Bodies is located here: http://www.kingcounty.gov/exec/boards/list.aspx.) Other records in this category include: • Staff meetings minutes and agendas; Calendars; Administrative procedures and instruction **(excluding official agency policies);** Forms or templates used which have been superseded; Training announcements; Mailing lists; etc.	**Cutoff:** year end **Retention:** 2 years	**Disposition Action:** Non-Archival - Destroy		General Office Communications and Staff Meetings ACO-01-001	Combo Rule ACO-01-001 GS50-01-43R2 (Meetings – Staff) GS50-01-36 (Appointment Calendars) GS2011-179R1 (Training Arrangements) GS2010-001R3 (Non-Executive Communications)

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
133.	**<u>Performance Evaluation Background Files</u>** Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. **Only** includes records needed to support the completion of the performance evaluation. 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. **Excludes** records needed to support *ongoing* supervision of the employee (see Supervisor's Working Files). **Excludes** final signed performance evaluations (kept by Human Resources in the official Personnel File.)	**Cutoff:** Destroy once the performance review has been completed and appeal period has ended **Retention:** None	**Disposition Action:** Non-Archival - Destroy		N/A Records Managed Outside of KC ERMS	GS50-04B-31R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
134.	**<u>Project Files – Non-CIP (Cross-Section)</u>** Records relating to Airport projects where not covered by a more specific records series such as capital improvement, construction, or grant funded projects. Project types include general office or administrative projects, such as office moves, program studies or research and fundraising projects, etc. Projects may include Airport-wide projects which all staff may contribute to or take part in, where there is no designated project manager identified or section responsible for these records. Records may include, but are not restricted to: • Work plans, task schedules, project budgets, drafts and reference materials, correspondence, notes, and documents related to final deliverables, communications between KCIA sections, etc. Projects include, but are not restricted to: • UPS Redevelopment • Appraisal Project records ***Note: Final documents associated with projects may have longer retention periods. Examples include: Final research/program reports retained under ACO-02-002, Research/Program Reports, Studies, Surveys, Models and Analyses, final Contracts or Agreements retained under CON-01-001, Contracts, Agreements, and Warranties.***	**Cutoff:** plan completed **Retention:** 6 years	**Disposition Action:** Potentially Archival – Appraisal Required		Project Files ACO-02-001	GS50-01-39R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	**7b. TITLE/DESCRIPTION**	**7c. RETENTION**	**7d. DISPOSITION AND REMARKS**	**7e. OFFICE OF PRIMARY COPY**	**7f. CATEGORY**	**7g. RULE (DISPOSITION AUTHORITY NUMBER(S))**
135.	**<u>Supervisor's Working Files</u>** Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are **only** used to support the ongoing supervision of the employee and **exclude** records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances. 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 *received* about ongoing issues relating to the employee; performance monitoring, etc. **Excludes** records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files). **Excludes** 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. **Excludes** records retained in the Official Employee Misconduct-Founded or Unfounded files. Also **excludes** official Employee Grievances records.	**Cutoff:** no longer supervising employee **Retention:** 3 years	**Disposition Action:** Non-Archival - Destroy		Supervisor's Working Files PER-06-010	GS50-04B-31R1A

136.	**<u>Transitory Records</u>** 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. Includes, but is not limited to: • **Agency-Generated Forms and Publications – Copies** (Copies of unused forms) • **Brainstorming and Collaborating** (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts) • **Contact Information** (external clients or stakeholders) • **Drafting and Editing** (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes) • **Electronic documents when printed version is finalized with inked signature** • **General Information – External** (FYI information received from external sources) • **Unsolicited Materials/publications** (Not requested nor used) • **Basic/routine short-term communications** 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") • **Internet Browsing History** (cookies/cache/temp files on your computer) • **Organizing/Monitoring Work In Progress** (to-do lists; working notes; status logs) • **Records Documented as Part of More Formalized Records** (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses) • **Reference Materials** (gathered from external sources which do not provide evidence of agency work) • **Scheduling of Meetings/Appointments** • **Secondary (Duplicate) Copies** ***Note: Not all drafts are automatically transitory. Drafts documenting legislation, legal documents, policy, budgets, standards, guidelines, or procedures may be needed to track the evolution of the document and document what changes were made and why.***	**Cutoff:** no longer needed for agency business **Retention:** None	**Disposition Action:** Non-Archival - Destroy		N/A, should not be filed into KC ERMS	Refer to General Records Retention Schedule for complete list of DANs in this series. Note: destruction documentation is not required for Transitory Records.

8. RECORDS AND INFORMATION MANAGER SIGNATURE	9. COUNTY ARCHIVIST 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	*I hereby certify that I have reviewed the records series as described. I will appraise any series designated as potentially archival and accession any records appraised or designated as archival.*
Gail Snow 2/26/2018	Carol Shenk 3/2/2018
Gail Snow — Date	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.

4/21/17

Randall Berg — Date

PUBLIC RECORDS COMMITTEE USE ONLY – *DO NOT FILL IN BEYOND THIS POINT*

11. PRC APPROVAL

Deborah Kennedy March 30, 2018

Deborah Kennedy — Date

King County Public Records Committee