



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

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**1. AGENCY DEPARTMENT/DIVISION/SECTION**

Department of Public Health – Common to all divisions

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

All Divisions/Sections

**3. TOTAL NUMBER OF PAGES**

14

**4. DATE LAST MODIFIED**

7/29/2019

**5. STATUS**

Final

**6. VERSION**

1

**6. SCOPE AND DISCLAIMER**

This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County’s Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

**Glossary**

**Cutoff:** the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

**Retention:** the length of time the records must be retained *after* the cutoff date

**Disposition Action:** the action that should be taken with the records after they have met their retention period

**ESSENTIAL:** records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE AUTHORITY (DISPOSITION NUMBER(S))
1.	<p><b><u>Communications – Elected Officials, Department and Division Heads</u></b></p> <p>Internal and external communications to or from the Department of Public Health executive management team, that are made or received in connection with the transaction of county business, and that are not covered by a more specific record series. This series applies to department and division directors, assistant department and division director’s and communications by supporting staff acting on their behalf.</p> <p>Includes but is not limited to :</p> <ul style="list-style-type: none"> <li>• Requests for and provision of information/advice and county-initiated information/advice, sent or received by elected officials or executive management team.</li> <li>• Meetings held among agency and department directors, as well as councilmembers and independently elected officials.</li> </ul> <p>Includes all communication types, regardless of format (examples: letters, memos, e-mail, web sites/forms/pages, instant messages, social networking posts and comments, etc.</p> <p><b>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</b></p>	<p><b>Cutoff:</b> Year end,</p> <p><b>Retention:</b> 6 years, then contact King County Archives for appraisal and transfer of selected records</p>	<p><b>Disposition Action:</b> Archival</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	GS50-01-12R3

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

<p>3.</p>	<p><b>Contracts and Agreements – General</b>  Records relating to agreements signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit. Includes change orders.</p> <p><b>Includes</b>, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Lease, escrow, and rental agreements;</li> <li>• Lending agreements (facility, equipment, vehicle, etc.);</li> <li>• Liability waivers (hold harmless, insurance, etc.);</li> <li>• Loan agreements (long-term debt, etc.);</li> <li>• Master depository contract (banking);</li> <li>• Personal service, client service, purchasing agreements;</li> <li>• Purchase and sales agreements (non-capital asset purchases only);</li> <li>• Vendor bonds;</li> </ul> <p>Examples include:</p> <p><b>EMS</b></p> <ul style="list-style-type: none"> <li>• Advanced Life Support Service provider contracts,</li> <li>• Basic Life Support Service Provider Contracts</li> </ul> <p><b>Excludes</b> contracts and agreements covered more specifically by General or Specific Schedules such as:  Contracts and agreements relating to real property capital assets (GS55-05A-06 R1) and non-real property capital assets (GS2011-169 R1);  Other bond, grant and levy project contracts and agreements covered by GS2011-183 R2;  <b>Public records transfer agreements with covered by GS2010-021.</b></p>	<p><b>Cutoff:</b>  Completion of transaction or termination / expiration of instrument</p> <p><b>Retention</b>  6 years</p>	<p><b>Disposition Action:</b>  Not archival - Destroy</p> <p><b>ESSENTIAL</b></p> <p>*For construction project files see ASM-02-002, Capital Project Records, and contact KC RMP for assistance.</p> <p><i>Note: Agency of origin is responsible for retaining contract administration records needed to document contractor compliance with terms of contract.</i></p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	<p>GS50-01-11R4</p>
<p>4.</p>	<p><b>Data Sharing Agreements</b>  Records related to agreements between Public Health and one or more State and local governments that set out terms and conditions to which the signing parties agree or submit.</p>	<p><b>Cutoff:</b>  Termination / expiration of instrument</p>	<p><b>Disposition Action:</b>  Archival – Appraisal Required</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental and Inter-local Agreements</p>	<p>GS50-01-11R4B</p>

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		Retention: 6 years			CON-01-004	
5.	<p><b>Financial Transactions – General</b> Records documenting all resources received and expended by the agency provided that receipts and expenditures are not for bond, grant or levy projects.</p> <p><b>Includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.);</li> <li>• Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.);</li> <li>• Registers and journals (general and subsidiary) for all funds and functions;</li> <li>• Check/warrant registers;</li> <li>• Documentation of non-monetary gifts/donations (other than capital or tracked assets);</li> <li>• Petty cash; overpayment refunds</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Levy-, grant-, and bond-funded transactions covered by GS2011-183;</li> <li>• General and subsidiary ledgers covered by GS50-03A-15 R1;</li> <li>• Sensitive Authentication Data covered by GS2014-030;</li> <li>• Contracts and agreements involving the agency's capital assets which are covered by GS55-05A-06 R1 and GS2011-169 R1.</li> </ul>	<p>Cutoff: Year end</p> <p>Retention: 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>	<p><b>DPH: Only</b> p-card vouchers and invoices and backup documentation for those that are confidential or that relate to grants, risk, settlements, payroll, worker's comp, or jury duty</p> <p><b>DES / FBOD:</b> All other financial transaction records</p>	<p>General Office Accounting</p> <p>FIN-01-001</p>	GS2011-184R3

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6.	<p><b><u>Grant/Levy Administration Records</u></b> Records documenting all resources received and expended by the agency for bond, levy, and/or grant-funded projects. <b>Medic One/EMS levy</b> (RCW 84.52.069) Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Cancelled (and voided) checks, credit card slips, project cost record, etc., <b>for capital assets constructed by the local government agency;</b></li> <li>Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.;</li> <li>Documents supporting purchase/acquisition/construction and disposition/sales prices;</li> <li>Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.);</li> <li>Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds awarded or received by the local government agency;</li> <li>Project cost/expenditure tracking record (staff time, etc.);</li> <li>Revenue bonds and coupons, registers, etc.;</li> <li>Trust indenture, loan agreement, etc.</li> </ul> <p><b>Excludes</b> sensitive authentication data covered by GS2014-030.</p>	<p><b>Cutoff:</b> Final bond payment <b>or</b> 6 years after completion of levy/grant project <b>or</b> terms of grant agreement, <i>whichever is later</i></p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	<p>GS2011-183R2</p>

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7.	<p><b><u>Grant/Levy Project Reports and Deliverables</u></b>  Reports relating to bond, grant (non-continuing) and levy projects. Includes, but is not limited to:  <b>Determined non-archival by County Archivist</b>  Progress statements; Expenditure of funds;  <b>Determined Archival by County Archivist</b>  Periodic, annual, special, and final reports.</p>	<p><b>Cutoff:</b>  Submission of final report or for period required by grant/program, whichever is later</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Archival – Appraisal Required</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	GS50-03C-02R1
8.	<p><b><u>Inter/Intra-agency, Inter-governmental, Inter-local Agreements</u></b>  Instruments signed by Public Health agencies with one or more county or external agencies, to which the signing parties agree or submit. Agreements are created for the interest of cooperatively sharing resources for the mutual benefit of all parties, in accordance with RCW 39.34.</p> <p>Includes Memorandums of Understanding (MOU) and Service Level Agreements (SLA) for services provided by the agency to external agencies.</p> <p>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 (ARMMS) for publishing on the internet. This should happen before the agreement has been entered into force.</p>	<p><b>Cutoff:</b>  Termination or expiration of instrument</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b>  Archival – Appraisal Required</p> <p><b>ESSENTIAL</b></p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4

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9.	<p><b><u>Job Aids, FAQs, Procedures and Instructions</u></b> Internal guidance, procedures or protocol required for the day-today operations of Public Health.</p> <p>Examples include but are not limited to: <b>HIT and Epic Job Aids</b> related to Family Planning, Dental, MyChart, STD Clinic, etc. <b>Preparedness Section</b> CHS Inclement Weather Response</p>	<p><b>Cutoff:</b> When revised or obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Administrative procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01
10.	<p><b><u>Medical Staff Credentialing/Privileging</u></b> Records relating to credentialing or privileging of medical staff including reviews of practitioners' qualifications and practice history, determinations and restrictions of privileges, certifications and licensing, peer certifications and evaluations, and quality improvement documentation.</p> <p>Excludes personnel/work history records covered by GS50-04B-06.</p> <p>Note: RCW 70.41.220 requires the retention of records relating to decisions to restrict or terminate privileges of practitioners.</p>	<p><b>Cutoff:</b> Termination of employment</p> <p><b>Retention:</b> 8 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Medical Staff Credentialing/ Privileging</p> <p>ACO-09-008</p>	HE2011-009

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11.	<p><b><u>Meetings/Projects - Advisory/Inter-Agency Councils, Commissions, Committees, and Boards</u></b></p> <p>Records documenting all meetings held by advisory committees between King County and local government or other public agencies. Includes, but is not limited to: agendas, meeting minutes, communications, meeting packets, sign-in lists, audio/visual recordings, transcripts, etc. Includes indexes and finding aids.</p> <p>Examples include:  <b>King County Board of Health</b>  <b>Seattle Transitional Grant Area – HIV Planning Council</b>  <b>Water Review Board</b></p> <p><b>Excludes</b> meetings covered by more specific series, such as Meetings - Governing Bodies (GS50-05A-13); Occupational Health and Safety Program - Administration ("Safety Committee") (GS2017-016).</p>	<p><b>Cutoff:</b> year end</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Meetings/Projects - Advisory/Inter-Agency Councils, Commissions, Committees, and Boards</p> <p>ACO-01-020</p>	<p>Combo Rule:</p> <p>GS2011-175R2 – Meetings – inter-agency, inter-local, inter-governmental</p> <p>GS2012-027 – Meetings/projects – General advisory council, commission, committees, and boards</p>
12.	<p><b><u>Newsletters – Master Copy</u></b></p> <p>Examples include but are not limited to:  <b>Environmental Health Splash! Newsletter</b>  <b>Pet Business News</b>  <b>Public Health Insider</b>  <b>Public Health Vet Update</b></p>	<p><b>Cutoff:</b> No longer needed for agency business</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	<p>GS50-06F-04R4</p>

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13.	<p><b><u>Performance Evaluation Background Files</u></b> Records used by employees with supervisory responsibilities to prepare and support the annual performance evaluations of employees under their supervision. <b>Only</b> includes records needed to support the completion of the performance evaluation. Includes, but is not limited to: performance plans; confirmation of goals; confirmation of achievements; samples of work completed; communication/meeting notes; documentation of performance issues; status reports, etc.</p> <p><b>Excludes</b> records needed to support <i>ongoing</i> supervision of the employee (see Supervisor's Working Files). <b>Excludes</b> final signed performance evaluations (kept by Human Resources in the official Personnel File.)</p>	<p><b>Cutoff:</b> When evaluation is completed and appeal period has ended</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Performance Evaluation Background Files</p> <p>PER-02-003</p> <p>Records Managed Outside of Content Manager</p>	GS50-04B-31R1
14.	<p><b><u>Pharmacy Accountability Records for All Substances Dispensed, Including Controlled Substances</u></b> Pharmacy program records that document the receipt, transfer, use, storage, inventory and accountability records for all substances dispensed including controlled substances.</p> <p>Records include, but are not limited to: <b>CHS</b> clinics and private provider requisitions; drug purchase receipts; controlled substance inventory records; medication inventory records; <b>EMS</b> medication logs; drug inventory records; drug destruction records; <b>CD-EPI</b> refrigerator control and other storage condition monitoring records; <b>FAS</b> monthly vaccine usage and storage records.</p>	<p><b>Cutoff:</b> Date of destruction or disposition</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Pharmacy Accountability Records for All Substances Dispensed, Including Controlled Substances</p> <p>PHL-02-001</p>	HE55-01C-12R1

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15.	<p><b><u>Press Releases</u></b> Records relating to media coverage of public health activities, initiatives and accomplishments.</p> <p>Official agency copy of press releases and public health alerts related to beach closures and water quality, communicable diseases, board of health meetings, food borne illness, rabid bats, etc.</p>	<p><b>Cutoff:</b> Year end</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Press Releases</p> <p>PRE-01-014</p>	GS50-06F-07R1
16.	<p><b><u>Project Files</u></b> Records relating to agency projects where not covered by a more specific records series in King County General Retention Schedule or agency specific schedules. Example includes: <b>Office of the Director</b> Equity and Social Justice projects related to finance and budgeting, contracting and access to career opportunities.</p>	<p><b>Cutoff:</b> Completion of project</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Project Files</p> <p>ACO-02-001</p>	GS50-01-39R1

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17.	<p><b>Publications – Master Set</b> Master set of all publications created by the agency, or on the agency’s behalf by a consultant. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.). Publications include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• brochures;</li> <li>• magazines, journals;</li> <li>• charts;</li> <li>• Audio/video recordings and films/presentations.</li> </ul> <p>Examples include but are not limited to: Zoonotic Disease Information for pet owners, Hand sanitizing station poster</p> <p><b>See Newsletters (DAN GS50-06F-04R4) for all agency published newsletters.</b> <b>Excludes</b> annual reports covered by GS50-05A-04.</p>	<p><b>Cutoff:</b> No longer needed for agency business</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4
18.	<p><b>Public Complaints/Requests</b> Communications from members from the general public making a complaint or request, as well as the associated agency response. Includes verifications of employment (VOE).</p> <p><b>Excludes</b> records covered by more specific record series, such as: Code Violations covered by GS2012-026, Complaints – Environmental covered by HE2011-001R1, HIPPA-related complaints covered by DAN HE2011-006 and Food Borne Illness Complaints covered by DHE55-01D-06R2.</p>	<p><b>Cutoff:</b> End of year in which the issue was resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2

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19.	<p><b><u>Research/Program Reports, Studies, Surveys, Models and Analyses</u></b> Master copy of research/program reports, studies, surveys, models, and analyses held by the creating agency.</p> <p>Includes reports published by county agencies, reports by consultants hired by the county, and publications of joint projects supported by King County Government. Examples include published studies and reports, fact sheets, pamphlets, and brochures.</p> <p><b>JHS</b> Statistical Reports <b>Prevention</b> Communicable disease surveillance summaries</p> <p><b>Excludes</b> reports covered by GS2012-028 R1 and data extracts/printouts covered by GS50-02-04 R1.</p> <p><b>Excludes</b> reports related to data sharing agreements or grants, which should be managed per the terms of the agreement/grant.</p>	<p><b>Cutoff:</b> Superseded or obsolete, then contact the King County Archives for appraisal and transfer of selected records</p> <p><b>Retention:</b> 6 years after</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>ACO-02-002</p>	GS50-01-32 R1
20.	<p><b><u>Strategic Plans – Final</u></b> Final version of agency-wide strategic, long-term plan used to align the agency’s organizational and budget structure with its priorities, missions, and objectives. Includes strategic plans that are county-wide, department-wide or division-wide. Includes final Line of Business (LOB) plans.</p> <p><b>For project specific or plans from sub-agencies, refer to Work Plans (below).</b></p>	<p><b>Cutoff:</b> Plan revised or obsolete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival – Permanent</p>		<p>Strategic Plans – Final Version</p> <p>ACO-04-003</p>	GS2010-080

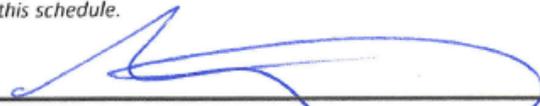
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7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
21.	<p><b>Supervisor's Working Files</b> Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are <b>only</b> used to support the ongoing supervision of the employee and <b>exclude</b> records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to: copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc.</p> <p><b>Excludes</b> records needed to support completion of annual performance evaluations (see Performance Evaluation Background Files).</p> <p><b>Excludes</b> Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's I-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the staff member or agency that retains your human resources records (including personnel files) rather than retained in the Supervisor's Working File.</p>	<p><b>Cutoff:</b> No longer supervising employee</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> <b>Not Archival -</b> Destroy</p>		<p>Supervisor's Working Files</p> <p>PER-06-010</p> <p>Records Managed Outside of Content Manager</p>	GS50-04B-31R1

22.	<p><b><u>Training – Certification, Continuing Education Credits and Mandatory</u></b>  Records documenting training courses, seminars and workshops provided by Public Health to the public, customers, contractors, or agency employees, where:</p> <ul style="list-style-type: none"> <li>• Certificates/credentials/licenses may be awarded; or,</li> <li>• Continuing education hours/credits/points may be earned; or</li> <li>• Training is required by federal, state or local statute, and/or by employer.</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.;</li> <li>• Certification/hours/credits/points awarded.</li> </ul> <p>Agency-provided training includes, but is not limited to:</p> <p><b>HIPPA Training, Compliance Training, EPIC</b></p> <ul style="list-style-type: none"> <li>• (Non-radiological) hazardous materials, hazardous waste, hazardous exposure, and other safety training.</li> </ul> <p><b>EMS</b></p> <ul style="list-style-type: none"> <li>• Communities of Care training (CE issued)</li> <li>• Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/emergency preparedness, automated external defibrillator (AED), first aid, lifeguard, childcare, etc.;</li> <li>• Epi kit training</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• Employee training certificates/history retained in the employee’s personnel file.</li> </ul>	<p><b>Cutoff:</b> Date training provided</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Agency-Provided Training – Certification, Continuing Education Credits and Mandatory</p> <p>ACO-10-006</p>	<p>GS2011-180R1</p>
23.	<p><b><u>Transitory Records</u></b>  Transitory records contain information that is required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory</p>	<p><b>Cutoff:</b> When no longer needed for agency use, then destroy</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>N/A</p>	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p>

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
	<p>records are not required to document the County's decisions, actions, or legal obligations. Includes, but is not limited to:</p> <p>Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, employee meetings, holidays, etc.);</p> <p>Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s);</p> <p>Routing slips used to direct the distribution of documents;</p> <p>Data entry forms, notes, tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm;</p> <p>Letters of transmittal, which do not add any information to the transmitted materials.</p>	<p><b>Retention:</b> 0 years</p>				<p>Note: destruction documentation is not required for transitory records.</p>
24.	<p><b>Work Plans</b> Plans describing work to be performed by sections and other sub-units of divisions, including timelines and areas of responsibility for specific actions.</p> <p><b>Excludes</b> county-wide, department-wide or division-wide strategic plans covered by GS2010-080.</p>	<p><b>Cutoff:</b> When revised or obsolete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Work Plans ACO-04-004</p>	<p>GS50-01-38R2</p>

**8. RECORDS AND INFORMATION MANAGER SIGNATURE**

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

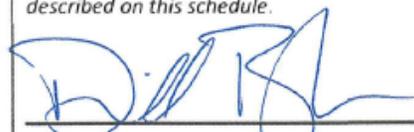
  
\_\_\_\_\_  
Date 9/20/2019

Ellie Browning

Date

**9. COUNTY ARCHIVIST SIGNATURE**

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

  
\_\_\_\_\_  
Date Sept. 19, 2019

Danielle Boucher

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.*

  
\_\_\_\_\_  
Date 9/3/19

Patty Hayes

Date

**PUBLIC RECORDS COMMITTEE USE ONLY**

**11. PRC APPROVAL**

  
\_\_\_\_\_  
Date September 27, 2019

Deborah Kennedy

Date

King County Public Records Committee