



**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 Public Health/Jail Health Services/All Sections	DPH-JHS-ALL	6	10/23/2019	Final	1

6. SCOPE AND DISCLAIMER

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

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as 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 (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><u>Correctional Health Facility Accreditation Application/Maintenance Documentation</u> Records document the process by which the National Commission on Corrections Health Care (NCCHC) provides accreditation to county correctional facility health clinics and audits them for compliance. The accreditation process is on a three-year cycle.</p> <p>Accreditation maintenance records (also referred to as annual compliance environments) may include clinic policies and procedures, copies of site logs and schedules, accreditation visit reports, annual accreditation reports (non-visit) correspondence and related records. May also include accreditation application and supporting materials.</p>	<p>Cutoff: superseded or terminated and conditions of authorization satisfied and violations (if any) corrected</p> <p>Retention: 6 Years</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Accreditation, Certification, and License Documentation for Agency Functions and Operations</p> <p>ACO-01-004</p>	GS50-01-42R2B
2.	<p><u>Correctional Health Facility Accreditation Determination Records</u> Documentation of final accreditation determinations provided by the National Commission on Correction Health Care (NCCHC) for county correctional facility health clinics. The accreditation process is on a three –year cycle.</p>	<p>Cutoff: Accreditation approved or terminated</p> <p>Retention: Permanent – Transfer to the King County Archives 6 years cutoff</p>	<p>Disposition Action: Archival – Permanent Transfer</p>		<p>Correctional Health Facility Accreditation Determination Records</p> <p>PHL-12-010</p>	GS50-01-42R1A

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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))
3.	<u>Inmate Complaints (IAR) – Age 18 and over</u> Records relating to formal complaints and/or allegations received from inmates age 18 and over, and the agency's response. Includes, but is not limited to: Allegation documentation; actions taken in response to allegations; documentation of inmate injuries; grievances (incident reports, investigations, etc.).	Cutoff: Resolution of grievance Retention: 6 years	Disposition Action: Not-Archival – Destroy		Grievances – Inmates, Age 18 and Over DET-07-006	LE2010-040R2
4.	<u>Inmate Health Records – Age 18 and over</u> Records relating to the provision of health-related services or surveillance for adult inmates on an individual basis. Includes, but is not limited to: Screening and history information; Information about medical encounters with health care providers; Notes and correspondence related to the patient; Laboratory and test results; Diagnostic images (such as x-rays, MRIs or CAT scans).	Cutoff: last Provision of health - related service Retention: 10 years	Disposition Action: Not-Archival – Destroy		Client Medical Records – Age 18 and Over PHL-03-004	HE55-01B-01R1
5.	<u>Inmate Health Records – Under Age 18</u> Records documenting the provisions of health-related services or surveillance to juvenile inmates on an individual basis. Includes, but is not limited to: Screening and history information; information about medical encounters with health care providers; notes and correspondence relating to patient; laboratory and test results.	Cutoff: last provision of health - related service Retention: 28 years	Disposition Action: Not-Archival – Destroy		Client Medical Records - Under Age 18 PHL-03-003	HE2011-030

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6.	<p><u>Inmate Requests (Kites)</u> Records that document the activity of managing general inmate requests.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical or pharmacy services; • Personal Care items; • Correspondence; • Access to service programs (including applications for admission into community corrections programs). 	<p>Cutoff: Date of Request</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not-Archival – Destroy</p>		<p>Inmate Requests (Kites)</p> <p>DET-02-010</p>	LE15-01-26R1
7.	<p><u>Nursing Daily/Shift Report</u> Records relating to the agency’s human resources that document routine transactions or tasks but do not affect employment history, payroll, performance or retirement status/eligibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Changes to work schedules and assignments; • Certain employee directories/rosters and organizational charts (see exclusion, below); • Location codes; • Miscellaneous tracking forms; • Name/address/status/contact change documentation. <p>Excludes records covered by Establishment/Development History of Agency/Programs (DAN GS50-06F-02) (annual organizational charts and employee directories/lists).</p>	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not-Archival – Destroy</p>		<p>Work Logs</p> <p>PER-02-002</p>	GS2010-001R3C

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8.	<u>Standard of Care</u> Records relating to standard of care documentation detailing clinical guidelines and/or protocols for the assessment and treatment of particular conditions.	Cutoff: Obsolete or superseded Retention: 8 years <i>then</i> transfer to the King County Archives for permanent retention	Disposition Action: Archival - Permanent Retention		Standard of Care ACO-09-010	HE2011-011
9.	<u>Tank List</u> Records documenting inmate population demographics, counts, or assignments. Includes but is not limited to: bed and housing assignments; population census and reports; tank rosters.	Cutoff: Date of report or last entry Retention: 3 years	Disposition Action: Archival – Appraisal Required		Population Counts (Inmate) DET-07-011	LE15-01-39R1
10.	<u>Transfer of Custody</u> Records relating to agency planning and coordination of transportation for inmates into another agency's custody.	Cutoff: Date transport fulfilled or cancelled Retention: 3 years	Disposition Action: Not-Archival – Destroy		Transfer of Custody DET-06-007	LE2010-037

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.



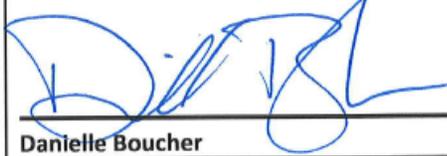
11/6/2019

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.



11/7/2019

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.



11/1/19

Danotra McBride

Date

PUBLIC RECORDS COMMITTEE USE ONLY

11. PRC APPROVAL



12/4/19

Deborah Kennedy

Date

King County Public Records Committee