



## Public Records Retention Schedule And Destruction Authorization

1. Agency Name	2. Department-Division-Section (DDS)	3. Total Pages	4. Date Last Modified	5. Status	6. Version
King County Council Office of Law Enforcement Oversight	KCC-OLEO-(ALL)	18	30 April 2020	Final	V2

### 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 of PRC approval 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 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 Content Manager will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of Content Manager must be documented on forms provided by the Records Management Program. Transitory records may be destroyed in the normal course of agency business and 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.

8. List of Records Series					
Title and Description	Retention	Disposition and Remarks	Office of Primary Copy	Category	Disposition Authority Number
<p><b>1. Administrative Procedures and Instructions</b> Documentation of internal office policies, procedures, and guidelines that are created by the agency and that relate to the agency's routine operations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Advisory memos</li> <li>• Handbooks and desk manuals</li> <li>• Manuals of departmental policies and procedures not adopted by policy</li> <li>• Work Assignment Descriptions</li> <li>• Workplace Behaviors and Expectations</li> <li>• Supporting background documentation</li> </ul> <p>This category excludes records related to official adopted policies, procedures, directives, regulations, or rules (<b>item 16</b>).</p>	<p><b>Cutoff:</b> When the procedures are revised or become obsolete</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>ACO-03-004</b> (Administrative Procedures and Instructions)</p>	<p><b>GS50-01-01</b> (Administrative Procedures and Instructions)</p>

<p><b>2. Agency-Provided Training</b> Records documenting training courses, seminars, and workshops provided by the agency to members of the public, customers, contractors, or agency employees.</p> <p>Only file records into this category if:</p> <ul style="list-style-type: none"> <li>• The training is not required by the agency or by federal, state, or local statute</li> <li>• Certificates, credentials, or licenses are not awarded</li> <li>• Continuing education credits are not earned</li> </ul> <p>Trainings include OLEO's Ethics Training.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered</li> <li>• Attendee lists and sign-in sheets</li> <li>• Test results, evaluations</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Finances for the training (<b>item 12</b>)</li> <li>• Training materials that are retained in each employee's personnel file (<b>GS50-04B-06R4</b>)</li> <li>• Apprentice certification files (<b>GS50-04B-34R1</b>)</li> <li>• Agency-provided training not meeting the criteria for this category (<b>GS2011-180R1</b>)</li> </ul>	<p><b>Cutoff:</b> Date of the training</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>ACO-10-001</b> (Agency-Provided Training – General)</p>	<p><b>GS2011-181R1</b> (Agency-Provided Training – General)</p>
<p><b>3. Agency Strategic Plan – Development</b> Records documenting the development of the agency's strategic plans and work plans.</p> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Final strategic plans (<b>item 4</b>)</li> <li>• Final work plans (<b>item 21</b>)</li> </ul>	<p><b>Cutoff:</b> When the plan is completed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>ACO-04-002</b> Strategic and Work Plans – Development)</p>	<p><b>GS2010-079</b> (Strategic Plans – Development)</p>

<p><b>4. Agency Strategic Plans – Final</b> Final versions of agency-wide strategic, long-term plans to align the agency’s budget and organizational structure with its priorities, missions, and objectives.</p> <p>Plans may include:</p> <ul style="list-style-type: none"> <li>• County-, department-, or division-wide strategic plans</li> <li>• Final agency Line of Business (LOB) plans</li> </ul> <p>This category excludes records related to project-specific work plans (<b>item 22</b>).</p>	<p><b>Cutoff:</b> When the plan is revised or becomes obsolete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival: Permanent Transfer</p>		<p><b>ACO-04-003</b> (Strategic Plans – Final Version)</p>	<p><b>GS2010-080</b> (Strategic Plans – Final Version)</p>
<p><b>5. Audit Reports and Findings – Final</b> Final versions and significant drafts of documents reporting an audit of agency services, programs, or practices conducted by the OLEO Investigative Auditor of the Office of Law Enforcement Oversight.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Final audit report or findings</li> <li>• Documentation of corrective actions</li> <li>• Significant drafts documenting substantive changes</li> <li>• Related correspondence</li> </ul>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• The audit, project monitoring, or peer review is completed</li> <li>• Any corrective actions are completed</li> </ul> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>AUD-01-003</b> (Audit Reports and Findings)</p>	<p><b>GS50-03F-02</b> (Fiscal and Performance Audit Reports)</p>

<p><b>6. Audit Working Files and Supporting Materials</b> Records documenting an internal audit of agency services, programs, or practices that is conducted by the OLEO Investigative Auditor.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Copies of source records</li> <li>• Database printouts</li> <li>• Correspondence</li> <li>• Status reports</li> <li>• Corrective Action work plans</li> <li>• Cumulative data on audit issues</li> <li>• Supporting documentation</li> </ul> <p>This category excludes final versions of audit reports (GS50-03F-02).</p>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• The audit, project monitoring, or peer review is completed</li> <li>• Any corrective actions are completed</li> </ul> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>AUD-01-002</b> (Audit Supporting Materials)</p>	<p><b>GS50-03F-01</b> (Audit Subject/Reference Files)</p>
<p><b>7. Bids and Proposals – Unsuccessful</b> Records documenting rejected bids and proposals made by external parties to provide the agency with goods, services, or benefits.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Notice of RFP/RFQQ</li> <li>• Bid proposals</li> <li>• Requests for Proposals (RFPs)</li> <li>• Requests for Qualifications and Quotations (RFQQ)</li> <li>• Evaluation documents, statements of qualification</li> </ul>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>CON-01-009</b> (Bids and Proposals – Unsuccessful)</p>	<p><b>GS50-08A-11R1</b> (Bids and Proposals – Unsuccessful)</p>

<p><b>8. Budget Development and Working Files</b> Records documenting the preparation of the agency’s annual budget that provide background information for departmental budget requests.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Preliminary budgets</li> <li>• Budget spreadsheets</li> <li>• Revenue and expense reports and statistics</li> <li>• Correspondence</li> </ul> <p>This category excludes final adopted budgets (<b>GS50-03D-08</b>).</p>	<p><b>Cutoff:</b> When the budget is adopted</p> <p><b>Retention:</b> 4 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>BUD-01-001</b> (Budget Development Files)</p>	<p><b>GS50-03D-03</b> (Budget Development or Working Files)</p>
<p><b>9. Contracts and Agreements – General</b> Records relating to agreements signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Lending agreements</li> <li>• Liability waivers</li> <li>• Loan agreements</li> <li>• Purchase and sales agreements</li> <li>• Vendor bonds</li> <li>• Warranties</li> <li>• Change orders</li> <li>• Successful RFP documentation</li> </ul> <p>This category excludes records relating to:</p> <ul style="list-style-type: none"> <li>• Unsuccessful RFPs submitted to OLEO (<b>item 7</b>)</li> <li>• Contracts for real property capital assets (<b>GS55-05A-06R1</b>)</li> <li>• Contracts for non-real property capital assets (<b>GS2011-169R2</b>)</li> <li>• Bond, grant, and levy project contracts or agreements (<b>GS2011-183R2</b>)</li> <li>• Archival transfer agreements (<b>GS2010-021</b>)</li> </ul>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• Completion of the transaction</li> <li>• Termination or expiration of the contract</li> </ul> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p> <p><b>Essential Record</b></p>	<p><b>KCC/COCS:</b> RFP and original contract</p>	<p><b>CON-01-001</b> (Contracts, Agreements, and Warranties)</p>	<p><b>GS50-01-11R4</b> (Contracts and Agreements – General)</p>

<p><b>10. Contracts and Agreements – Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local</b>  Records documenting contracts and agreements between the agency and other parties that outline terms and conditions to which the signatories agree.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Memoranda of Understanding (MOU)</li> <li>• Service Level Agreements (SLA)</li> </ul> <p><i>Note: a copy of each agreement must be filed with either the King County Recorder's Office or sent to DES-RALS-(ARMMS) for online publishing per RCW 39.34.040.</i></p>	<p><b>Cutoff:</b>  When the instrument is terminated or expires</p> <p><b>Retention:</b>  6 years</p>	<p><b>Disposition Action:</b>  Archival:  Appraisal Required</p> <p><b>Essential Record</b></p>		<p><b>CON-01-004</b>  (Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements)</p>	<p><b>GS50-01-11R4</b>  (Contracts and Agreements – General)</p>
<p><b>11. Forms – Master Set</b>  General-use forms produced by an agency.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Final forms</li> <li>• Source photographs and materials</li> </ul> <p>This category excludes:</p> <ul style="list-style-type: none"> <li>• Forms developed under a specific policy (<b>item 16</b>)</li> <li>• Web-based forms (<b>GS50-06A-03R3</b>)</li> <li>• Form draft and revision records (<b>GS2010-013</b>)</li> </ul>	<p><b>Cutoff:</b>  When the form is no longer used</p> <p><b>Retention:</b>  0 years</p>	<p><b>Disposition Action:</b>  Not Archival:  Destroy</p>		<p><b>INF-02-002</b>  (Forms – Master Set)</p>	<p><b>GS2010-012</b>  (Forms – Master Set)</p>

<p><b>12. General Office Accounting</b> Records documenting agency revenues and expenditures.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Purchase orders, bills of sale, receipts</li> <li>• Cash books and receipts</li> <li>• Vouchers</li> <li>• Registers and journals</li> <li>• Gift documentation</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Non-financial agreements (<b>item 10</b>)</li> <li>• General and subsidiary ledgers (<b>GS50-03A-15R1</b>)</li> <li>• Unsuccessful scholarship applications (<b>GS50-03C-07R1</b>)</li> <li>• Annual financial reports (<b>GS50-03D-02R1</b>)</li> <li>• Annual reports (<b>GS50-05A-04R1</b>)</li> <li>• Bond-, levy-, or grant-funded projects (<b>GS2011-183R2</b>)</li> <li>• Cardholder identification (<b>GS2014-030R1</b>)</li> </ul> <p><i>Note: p-card voucher and invoice backups that relate to confidential transactions, grants, settlements, payroll, or benefits are managed by the creating agency rather than DES-FBOD.</i></p>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>FIN-01-001</b> (General Office Accounting)</p>	<p><b>GS2011-184R3</b> (Financial Transactions – General)</p>
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<p><b>13. General Office Communications and Staff Meetings</b> Internal and external communications to or from employees or external parties acting as business partners for the county that are made or received in connection with the transaction of agency business and records documenting meetings and the administrative arrangement of meetings held by the staff of the agency that cannot be filed into a more specific category.</p> <p>Communications may include:</p> <ul style="list-style-type: none"> <li>• Letters</li> <li>• Memoranda</li> <li>• Email</li> <li>• Websites, forums, webpages</li> <li>• Instant Messages</li> <li>• Social Media posts and comments</li> </ul> <p>Meetings may include:</p> <ul style="list-style-type: none"> <li>• Staff Meetings</li> <li>• Internal committees and task forces</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Internal requests for and provision of information</li> <li>• County-initiated information</li> <li>• Appointment calendars (in Outlook)</li> <li>• Agendas, meeting packets</li> <li>• Minutes, recordings, transcripts</li> </ul> <p><b>Note: information published online by the agency is provided until the date that it is removed.</b></p>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>ACO-01-001</b> (General Office Communications and Staff Meetings)</p>	<p><b>Combo Rule ACO-01-001</b></p> <p><b>GS2010-001R3</b> (Communications – Non-Executive)</p> <p><b>GS2011-176R1</b> (Meetings/Hearings – Arrangements)</p> <p><b>GS50-01-36</b> (Appointment Calendars)</p> <p><b>GS50-01-43R2</b> (Meetings – Staff and Internal Committees)</p>
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<p><b>14. IIU Case Files Database and Tracking Log</b> Records documenting official investigations of employee misconduct that result in findings of misconduct or in corrective action.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Database records</li> <li>• Initial complaints</li> <li>• Investigative reports</li> <li>• Statements, taped information</li> <li>• Documentation of evidence</li> <li>• Correspondence and notes</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Final reports and corrective actions (<b>GS50-04B-06R4</b>)</li> <li>• Unfounded allegations of misconduct (<b>GS50-04B-47R3</b>)</li> <li>• Workplace violence case files (<b>GS50-05A-24</b>)</li> </ul>	<p><b>Cutoff:</b> When employment is terminated</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>PER-08-005</b> (Employee Misconduct Investigation Files – Substantiated)</p>	<p><b>GS50-04B-46R3</b> (Employee Misconduct Investigation Files – Founded)</p>
<p><b>15. Mediation Program Records</b> Records documenting the OLEO/ADR/KCSO officer-citizen mediation program and assistance to officers and members of the public in reaching a voluntary settlement.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Evaluation documentation for program eligibility</li> <li>• Case notes</li> <li>• Signed confidentiality agreement</li> <li>• Summary of findings</li> <li>• Program evaluation documentation</li> <li>• Related documentation and correspondence</li> </ul>	<p><b>Cutoff:</b> End of the year in which the issue is resolved</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>PRE-01-001</b> (Public Complaints and Requests for Agency Action)</p>	<p><b>GS50-01-09R2</b> (Citizen Complains/Requests)</p>

<p><b>16. Official Polices, Procedures, Regulations, and Rules</b> Directives activated or adopted through department or division head signature that affect the entire agency.</p> <p>The directives may include:</p> <ul style="list-style-type: none"> <li>• Policies</li> <li>• Rules and regulations</li> <li>• Orders</li> </ul> <p>Per King County Executive Policy INF-7-4-EP, the original signed policy must be transferred to the King County Archives upon signature for permanent preservation. The agency is still responsible for maintaining the policy after its enactment and transfer, which may include:</p> <ul style="list-style-type: none"> <li>• Tracking the expiration date</li> <li>• Preparing revised or replacement policies</li> <li>• Communicating about policy changes</li> <li>• Ensuring that appendices are current</li> </ul> <p>This category excludes records related to adopted procedural documents (<b>item 1</b>).</p>	<p><b>Cutoff:</b> When the policy is superseded or becomes obsolete</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Archival: Permanent Transfer</p> <p><b>Essential Record</b></p>		<p><b>ACO-03-002</b> (Final Adopted Policy)</p>	<p><b>GS50-01-24R1</b> (Official Agency Policy and Procedure Directives, Regulations, and Rules)</p>
<p><b>17. OLEO Oversight Committee – Communications</b> Communications to or from advisory bodies and their members that are made or received in connection with the transaction of official business.</p> <p>Communications may include:</p> <ul style="list-style-type: none"> <li>• Letters</li> <li>• Memoranda</li> <li>• Email</li> <li>• Instant Messages</li> <li>• Websites, forums, webpages</li> <li>• Social Media posts and comments</li> </ul>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-01-014</b> (Communications for Advisory Councils, Commissions, Committees, and Boards)</p>	<p><b>GS50-01-12R3</b> (Communications – Governing/ Executive/Advisory)</p>

<p><b>18. OLEO Oversight Committee – Meetings/Projects</b> Records documenting meetings held by the agency’s advisory bodies or that are regulated by the Open Public Meetings Act.</p> <p>Meetings include any meetings of the OLEO Oversight Committee.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Sign-in lists, meeting notices</li> <li>• Speaker sign-up, written testimony</li> <li>• Agendas, meeting packets</li> <li>• Minutes, recordings, transcripts</li> <li>• Indexes and any finding aids</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Appeals hearings (<b>GS2011-173R2</b> and <b>GS2011-174R2</b>)</li> <li>• Inter-Agency meetings (<b>GS2011-175R2</b>)</li> <li>• Meeting arrangements (<b>GS2011-176R1</b>)</li> </ul>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-01-013</b> (Meetings/Projects – General Advisory Councils, Commissions, Committees, and Boards)</p>	<p><b>GS2012-027</b> (Meetings – Advisory)</p>
<p><b>19. Outreach and Promotion</b> Records documenting the planning and execution of education or promotional events, advertising campaigns, and contests conducted by the agency pursuant to its business or mission.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Programs and schedules</li> <li>• Passes</li> <li>• News clippings, copies of ads</li> <li>• Drawings, photographs, slides, audiovisual recordings</li> <li>• Posters, brochures, flyers</li> <li>• Web-based promotion and advertising</li> </ul>	<p><b>Cutoff:</b> End of the year in which the materials are superseded or no longer needed</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>PRE-01-005</b> (Advertising, Promotion, and Outreach)</p>	<p><b>GS2011-165</b> (Advertising and Promotion)</p>

<p><b>20. Press Releases</b> Records documenting external media coverage of agency activities and accomplishments.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Agency-issued press releases</li> <li>• Audiovisual recordings and transcripts of conferences or speeches</li> <li>• Copies of guest editorials</li> <li>• News clippings</li> </ul> <p>This category excludes records related to requests or complaints from the media or the general public (<b>item 23</b>).</p>	<p><b>Cutoff:</b> End of the year in which the record was created</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition</b> <b>Action:</b> Archival: Appraisal Required</p>		<p><b>PRE-01-014</b> (Press Releases)</p>	<p><b>GS50-06F-07R1</b> (Media Releases and Coverage)</p>
<p><b>21. Program Work Plans</b> Plans outlining work to be performed by sections and other subunits of divisions, including timelines and areas of responsibility for specific actions.</p> <p>This category excludes records related to county-, department-, or division-wide plans (<b>item 16</b>).</p>	<p><b>Cutoff:</b> When the plan is revised or becomes obsolete</p> <p><b>Retention:</b> 2 years</p>	<p><b>Disposition</b> <b>Action:</b> Not Archival: Destroy</p>		<p><b>ACO-04-004</b> (Work Plans)</p>	<p><b>GS50-01-38R2</b> (Work Plans)</p>
<p><b>22. Project Files</b> Records documenting agency projects that are not covered by a more specific category.</p> <p>Projects may include:</p> <ul style="list-style-type: none"> <li>• Records Retention Project</li> <li>• OLEO Logo Creation</li> <li>• 2012 Risk Assessment</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Business cases</li> <li>• Project documentation</li> <li>• Drafts</li> <li>• Project-related budgets and workplans</li> <li>• Related correspondence</li> </ul>	<p><b>Cutoff:</b> When the project is completed</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition</b> <b>Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-02-001</b> (Project Files)</p>	<p><b>GS50-01-39R1</b> (Project Files (Miscellaneous))</p>

 <b>King County</b> Requests Complaints or requests communicated by members of the general public and the agency's responses.  This category excludes records related to: <ul style="list-style-type: none"> <li>• Claims for damages (<b>GS50-01-10R2</b>)</li> <li>• Public Records Act requests (<b>GS2010-014R3</b>)</li> <li>• Code violation complaints (<b>GS2012-026R1</b>)</li> </ul> This category excludes records related to official press releases ( <b>item 20</b> ).	<b>Cutoff:</b> End of the year in which the issue is resolved  <b>Retention:</b> 3 years	<b>Disposition Action:</b> Not Archival: Destroy		<b>PRE-01-001</b> (Public Complaints and Requests for Agency Action)	<b>GS50-01-09R2</b> (Citizen Complains/Requests)
<b>24. Publications – Master Set</b> All non-required publications created by the agency or by an external party working on the agency's behalf and source materials used in their preparation.  Records may include: <ul style="list-style-type: none"> <li>• Reports, manuals, brochures</li> <li>• Newsletters</li> <li>• Audiovisual materials</li> <li>• Films and presentations</li> </ul> This category excludes records related to annual reports ( <b>GS50-05A-04R1</b> ).	<b>Cutoff:</b> When the record is no longer needed  <b>Retention:</b> 2 years	<b>Disposition Action:</b> Archival: Appraisal Required		<b>INF-02-001</b> (Master File of Agency Publications)	<b>GS50-06F-04R4</b> (Publications – Master Set)

<p><b>25. Recruitment Documentation</b> Records documenting the recruitment, interviewing, section, and hiring of agency employees.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Requisitions</li> <li>• Personnel action requests</li> <li>• Job announcements and postings</li> <li>• Applications</li> <li>• Resumes</li> <li>• Test results</li> <li>• Applicant lists</li> <li>• Eligibility lists</li> <li>• Interview questions</li> <li>• Selection criteria</li> <li>• Correspondence</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Background checks, criminal history reports, and credit checks of unsuccessful applicants</li> <li>• Employment Inquiries</li> </ul> <p><b>Note: Applications and materials for successful applicants should be filed to the employee's personnel file (item 17).</b></p>	<p><b>Cutoff:</b> End of the year in which the position is filled or the recruitment process is terminated</p> <p><b>Retention:</b> 3 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>PER-10-002</b> (Recruitment Files)</p>	<p><b>GS50-04B-22R1</b> (Recruitment)</p>
<p><b>26. Required Reports to Council, Outside Agency, or Legislative Authority</b> Records documenting the general functions of the agency required to be filed with or submitted to an outside agency by statute or court order.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Annual or Quarterly Reports to Council</li> <li>• Reports and research related to policy revision</li> <li>• Submission confirmation</li> <li>• Related correspondence</li> </ul>	<p><b>Cutoff:</b> When the report or documents are submitted to the regulatory agency</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival: Appraisal Required</p>		<p><b>ACO-02-004</b> (Reporting/Filing (Mandatory) – Agency Management)</p>	<p><b>GS2012-028R1</b> (Reporting/Filing (Mandatory) – Agency Management)</p>

<p><b>27. Research, Program Studies and Analysis</b>  Research documents, program reports, studies, surveys, models, and analyses that are not covered by a more specific category.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Reports published by King County agencies</li> <li>• Reports by consultants hired by King County or the agency</li> <li>• Publications of joint projects</li> <li>• Published studies and reports</li> <li>• Pamphlets and brochures</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Mandatory reporting and filing (<b>GS50-04C-05R3</b>)</li> <li>• Data extracts and printouts (<b>GS50-02-04R2</b>)</li> </ul> <p><b>Note: background research, drafts, and working files related to the final report should be retained as a Project File, ACO-02-001.</b></p>	<p><b>Cutoff:</b>  When the report, study, survey, model, or analysis is superseded or becomes obsolete</p> <p><b>Retention:</b>  6 years</p>	<p><b>Disposition Action:</b>  Archival:  Appraisal  Required</p>		<p><b>ACO-02-002</b>  (Research/Program Reports, Studies, Surveys, Models, and Analyses)</p>	<p><b>GS50-01-32R1</b>  (Research/Program Reports, Studies, Surveys, Models, and Analyses)</p>
<p><b>28. Retirement Benefit Verification Records</b>  Records documenting hours worked, pay, and leave of individual employees that are used for the long-term verification of retirement benefit eligibility.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Documentation of unpaid leave</li> <li>• Time cards and time sheets</li> <li>• Documentation of payroll changes</li> </ul> <p>This category only includes records filed before the agency began using PeopleSoft as its payroll system on <b>01/01/2012</b>.</p>	<p><b>Cutoff:</b>  When employment is terminated</p> <p><b>Retention:</b>  60 years</p>	<p><b>Disposition Action:</b>  Not Archival:  Destroy</p> <p><b>Essential Record</b></p>		<p><b>FIN-08-002</b>  (Retirement Benefit Verification Records)</p>	<p><b>GS2017-009</b>  (Employee Retirement/Pension Verification)</p>

<p><b>29. Supervisor's Working Files</b> Records used by employees to prepare and submit annual performance reviews of any employees under their supervision.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Performance plans, status reports</li> <li>• Confirmation of goals and achievements</li> <li>• Work samples</li> <li>• Documentation of performance issues</li> <li>• Communications</li> </ul> <p>This category excludes records related to:</p> <ul style="list-style-type: none"> <li>• Final signed performance evaluations (<b>GS50-04B-06R4</b>)</li> <li>• Ongoing informal supervision of employees (<b>GS50-04B-31R1A</b>)</li> </ul>	<p><b>Cutoff:</b> When both conditions are met:</p> <ul style="list-style-type: none"> <li>• The performance review is completed</li> <li>• The appeal period ends</li> </ul> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>No Category Assigned</b></p>	<p><b>GS50-04B-31R1</b> (Performance Evaluation (Supervisor Preparation))</p>
<p><b>30. Transitory Records</b> Records documenting information of short-term value that do not provide evidence of a business transaction and cannot be filed in a more specific category.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Copies of forms and publications</li> <li>• Brainstorming and collaboration notes</li> <li>• Contact information</li> <li>• Preliminary drafts and revisions</li> <li>• Electronic copies of signed documents</li> <li>• Unsolicited materials and publications</li> <li>• Internet browsing history</li> <li>• Information documented in more formal records</li> <li>• Reference materials</li> <li>• Duplicate copies</li> </ul> <p><b>Note: signed destruction authorizations and documentation are not required for transitory records.</b></p>	<p><b>Cutoff:</b> When the record is no longer needed</p> <p><b>Retention:</b> 0 years</p>	<p><b>Disposition Action:</b> Not Archival: Destroy</p>		<p><b>No Category Assigned</b></p>	<p><b>Refer to King County General Schedule for a complete list of DANs.</b></p>

