King County

Executive signature: _Dow Constantine_

Date signed: ___September 22, 2023_____

I. Purpose

The purpose of this policy is to ensure all King County workforce members are made aware of their public records management responsibilities when they are brought on board to the county workforce, when they transfer positions within the county, or when their employment in a position with the county is terminated.

Applicability and Audience

This policy is applicable to the King County Executive Branch: that is the Administrative Offices and Executive Departments supervised by the King County Executive. The audience includes all King County offices, departments, officials, employees, boards, commissions, committees, or similar entities as well as contractors, volunteers, interns, externs, and grantees.

Definitions

Agency Records Officer: Per Executive Policy, Management of King County Public Records, INF-15-4-1-EP, Agency Records Officers are the individuals appointed by the Agency Director to work with the King County Records Management Program to establish and implement records management best practices within their agency.

Enterprise Content Management System, Content Manager (CM): "Enterprise Content Management System, Content Manager (CM)" is an electronic information system used to manage the inventory of inactive physical records stored at the King County Records Center; a repository in which the County's inactive electronic records are collected, organized and categorized to facilitate their preservation, retrieval, use and legal disposition; and may be used to manage active electronic records from the point of their creation.

Records Retention Schedules: "Records Retention Schedules" outline the management, preservation, and disposition of public records, and provide the authorization for county agencies to legally dispose of their records at the end of their life cycle.

II. Policy

A. Supervisors shall inform newly hired or transferred employees of their duties as custodians of public records within 15 working days of the employee's hire date. This

may include use of the Records Management Program's New Employee Onboarding Checklist to assist with the onboarding process.

B. Supervisors shall provide newly hired or transferred employees with access to records management and Public Records Act training commensurate with the roles and responsibilities of their jobs.

C. New employees shall complete records management and Public Records Act training commensurate with the roles and responsibilities of their jobs within 45 days of their hire, or within 45 days of their post-academy report for duty date (if a DAJD officer).

D. Supervisors shall provide newly hired employees with feedback about their records management performance as part of their probationary review and standard performance feedback cycle where those feedback instruments are used. Feedback might include acknowledgement of training taken, review of usage of Content Manager (CM), and opportunity to consider challenges and success, etc.

E. Exiting and transferring employees are responsible for managing their records prior to leaving their position. Managing records includes establishing that their records have been filed into Content Manager or handed off to any one of the following: their successor, their supervisor, a records custodian, or the Agency Records Officer. This will often include completing the Records Management Exiting Employee Checklist.

F. The supervisor of an exiting or transferring employee is responsible for ensuring that employees are aware of their responsibilities for managing their records prior to their departure. If for any reason the employee did not manage their records prior to their departure, the supervisor will assume the responsibility for managing that employee's records and may complete the Records Management Exiting Employee Checklist for that employee.

III. Implementation Plan

A. This policy becomes effective for Executive Branch Departments and Administrative Offices on the date that it is signed by the Executive. All Executive Branch Departments and Administrative Offices are responsible for implementation within their departments and offices.

B. Department leadership and Agency Records Officers are responsible for communicating this policy to the management structure and other appropriate parties within their respective agencies.

IV. Maintenance

A. This policy will be maintained by the Archives, Records Management and Mail Services Section of the Records and Licensing Services Division of the Department of Executive Services, or its successor agency.

B.   This policy will automatically expire five (5) years after its effective date. A new, revised, or renewed policy will be initiated by the Archives, Records Management and Mail Services Section of the Records and Licensing Services Division of the Department of Executive Services, or its successor agency prior to the expiration date.

V.   Consequences for Noncompliance

Any agency failing to properly retain public records in accordance with RCW 40.14 is out of compliance with the law and subjecting the county to unnecessary legal and financial risk, especially in the context of public records requests, litigation discovery efforts, personnel investigations, and tort claims.

Resources:
New and Transferring Employee Onboarding Checklist
Records Management Key Takeaways for All Employees
Exiting Employee Checklist
Note: For access to the above guidance documents, refer to the Records Management Program's internet site or contact them at records.management@kingcounty.gov
Trainings: Public Records Act, Content Manager, Basic Records Management