



Destruction after Digitization (DAD) Preapproved Categories (“Blanket DAD”)

To ensure compliance with Washington Administrative Code (WAC) 434-663, *Imaging Systems, Standards for Accuracy and Durability*, County agencies who want to digitize records and destroy the original paper records must adhere to the requirements in this document. This document authorizes destruction of physical records after digitization of records in the categories listed below. There is no need to contact the Records Management Program or submit any forms if your scanning project meets the criteria in this document.

However, if your scanning project does not need the requirements as described on this document, a new DAD form must be submitted for approval (refer to the Blank Destruction After Digitization (DAD) Form on the Records Management Resources webpage). Contact the Records Management Program for further guidance.

Eligible agencies

This preapproved DAD may be used by all King County agencies including courts and separately elected county agencies.

Pre-Approved Categories

Only records in the below categories are pre-approved for digitization under this DAD.

DAN Number	Record Category
GS50-01-01	Administrative Procedures and Instructions
GS2011-180R1	Agency-Provided Training – General
AN2013-013	Animal Care Record
GS2012-026R1	Animal Services Investigation Files
PR2021-008	Archives Research Requests
GS50-03F-01	Audit Supporting Materials
GS50-03D-03	Budget Development Files
GS50-03D-06	Budget Status Reports
Combo 12 Cash and Banking (CT01-06-05, CT01-06-06, CT01-06-08, CT01-06-09, CT01-06-10)	Cash and Banking
Combo 28 Leave Management (GS2017-010; GS50-04B-09R2)	Employee Leave Management
GS2017-016	Employee Safety Program Files
Combo 11 General Accounting (CL65-01-47; GS2011-184R3; GS2011-185; GS2012-045; GS50-03B-06)	General Office Accounting





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Combo 01 Gen Communications (GS50-01-02; GS50-01-43R2; GS2011-176R1; GS2011-179R1; GS2010-001R3)	General Office Communications and Staff Meetings
GS2012-040	Maintenance – Minor/Non-Regulated
GS2012-037A	System Logs
Combo 20 Payroll Support (GS50-03E-02R1; GS50-03E-15R1)	Payroll Supporting Documents
AN50-10B-14	Pet Licenses
GS50-01-09R2	Public Complaints and Requests for Agency Action
GS2010-014R3	Public Records Act Requests
Combo Rule TRA-01-011 (TR50-31-20; TR50-31-30)	Ridership, Fare, and Performance Reports
Combo 36 Reports FTA and NTD (TR50-31-20; TR50-31-30)	Ridership, Fare and Performance Reports and Statistics – FTA and NTD Required
CT01-05-12	Tax and Assessment Correspondence
CT01-05-05	Tax Receipts
LP50-12D-25	Taxicab and For-Hire Vehicle License Files
Combo 35 Transit Reports (TR50-31-17; TR50-31-19; TR50-31-20; TR50-31-21; TR50-31-24; TR50-31-30; TR50-31-31; TR50-31-35; GS2012-045)	Transit Authorities Reports and Logs
GS2012-045	Usage and Dispersal (Assets)

This DAD approval does **not** apply to archival records, records that are required by RCW to be retained in physical format, or categories that are not listed above.

Digitization Guidelines

To comply with this DAD approval - which is based on state requirements - records must be digitized according to these guidelines:

- Records must be scanned to a **minimum of 300 DPI**.
- It is recommended that digitized records are saved as a **PDF or JPEG**, based on the total retention period of 6 or less years.

Records may be scanned by: King County employees creating scans or photographs;
[Washington State Archives](#); or third-party vendors.





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Quality Control Process

The following procedures should be followed to ensure the best digitization of all source documents:

- The hardware used must be clean, so images do not have speckles or spots.
- Digitized records must be straight and centered.
- The complete document is captured, so the edges and borders are visible.
- Images must be clear and readable.
- At least every tenth image must be reviewed for completeness, clarity, and legibility. (Best practice is that every image is reviewed).
- If a complete and accurate digitized image cannot be made, the source document **must** be retained for the entire minimum retention period (and the image should be labeled or tagged as “best scan possible”).
- If the source document is not completely legible, the source document **must** be retained for the entire minimum retention period. (If the image is *more* legible than the source document, retention of the source document is not necessary.)
- Note: Source documents of scanned images are **not** eligible for storage at the Records Center, including source documents on legal hold.

Management and Storage of Digitized Records

Digitized records covered by this approval **must be filed to and stored in Content Manager (CM)**. Content Manager is fully compliant with DOD 5015.2 and WAC 434-663 for the storage and management of digitized records.

Transitory records

Staff may keep transitory copies of the records in the format and location that works the best for them. This includes access copies on SharePoint/Teams. It is the responsibility of the agency to manage and destroy transitory records, with the understanding that retaining transitory copies can be a liability, especially if retained for longer than official versions.

Destruction of Source Documents

- Source documents needed in support of an audit, investigation, Public Records Act Request, or litigation discovery cannot be destroyed until the audit, investigation, Public Records Act request or litigation has been closed, legal holds have been lifted, and destruction has been approved by the appropriate parties.
- The source documents cannot be destroyed until the completion of scanning, quality assurance, and filing to Content Manager.
- The source documents may be destroyed by the agency, King County Records Center, or the third-party vendor performing the digitization.





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This form is the authorization and documentation (under GS50-09-14R3) to destroy the physical documents after they have been scanned and if the conditions listed above have been satisfied. No additional documentation or approval is required if the destruction is performed in-house or by a vendor. If the Records Center will be performing destruction of the records, a Disposition Request Form must be completed within Content Manager.

Authorization

We hereby certify that the records documented in this Request for the Early Destruction of Source Documents after Digitization are a true and accurate reflection of the county’s procedures for the digitization and subsequent retention and disposition of the County’s public records.

Ellie Rhodes

11/17/2023

Records Management Program

Date

