



Records Management Guidance

Disposition of Records

As government employees, we are all subject to laws and regulations about how we manage our records, which includes how we dispose of them.

What are the requirements?

- Disposition is what happens to records at the end of their retention period. There are two options: **destruction** (usually through deletion or shredding) or **transfer** to King County Archives.
- Records can only be dispositioned when they have met their retention requirements as described on an approved [retention schedule](#).
- Even if a record has met its retention requirements, it cannot be dispositioned if it is subject to active or pending litigation, public records requests, government investigations, or audits. The [Disposition Authority](#) for each agency should review eligible records to ensure they are not subject to any of those actions.
- If records in potentially archival or archival categories have been dispositioned by transfer to the [King County Archives](#), then King County Archives accepts custodial responsibility for those records.
- **All** dispositions must be documented (see options below).
- [Transitory](#) records can be destroyed whenever you want, and documentation of those records is **not** required.

How do I disposition my agency's records?

Records stored in Content Manager (CM) or at the King County Records Center	Content Manager manages the retention of all records in that system and calculates when records are eligible for disposition. The disposition process is initiated automatically and occurs annually for each agency.
Electronic records in potentially archival or archival categories	File them to Content Manager (CM) and they will be dispositioned annually from CM for each agency.
All other records	Fill out a Disposition Request Form in Content Manager and follow the instructions.

What do I do with completed documentation?

The required documentation of disposition for all above processes are automatically filed to Content Manager in the permanent "Destruction of Public Records" category. It is against best practice to retain additional copies of disposition documentation.



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