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.

- **Disposition** is what happens to records at the end of their retention period. There are two options: **destruction** (through deletion, recycling 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 request**, **government investigation**, or **audit**. 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 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 at any time, and documentation of their destruction is **not** required.

How do I disposition my agency's records?

Records already 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/digital 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	Submit a Disposition Request in Content Manager and follow the instructions. See below for more details.

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Destruction Options

Below is guidance for destruction of records that are **not** already stored in Content Manager or at the Records Center. For **all** options listed below, complete a Disposition Request in Content Manager. You can only proceed with destruction after receiving approval by email.

- **Electronic Records**. For destruction of records in any electronic format, they should be deleted. In addition, you should empty the Deleted Items (Outlook) or Recycle Bin (OneDrive, SharePoint, Teams) folders and ensure that any backups or copies are also deleted, if relevant.

- **Paper Records – Records Center Destruction**. The King County Records Center offers "Direct Destruction" services for records in non-archival categories that have met their retention requirements. They will pick up your records and destroy them using a confidential shredding service. They can destroy records in any paper format, photographs, photograph negatives, mylar drawings/plans, x-rays, as well as removal storage media (CDs, floppy disks, thumb drives, etc.) **Requirements:** Records must be in boxes (either fold-up or bankers box) and must be secured in a way that prevents spillage. Maximum weight is 30 pounds per box. Do **not** include metal or plastic containers, CD jewel cases, VHS tape sleeves, plastic folders, 3-ring binders, hanging file folders, or large metal binder clips in any boxes you send for destruction. If you want to use this service, select "Yes" on the Disposition Request Form under "Do you request pickup…?" You must enter the DRF number on each of the boxes. The Records Center can pick up a maximum of 50 boxes per request. For more than 50 boxes, coordinate transfer with Facilities Management Division (FMD).

- **Paper Records – Agency Destruction**. If you do **not** want to use the Records Center's Direct Destruction service, your agency staff can destroy physical records onsite (using agency shredders or recycle bins) or have the records destroyed by a vendor of your choosing. Note that King County's current contracted vendor for performing secured shredding by destruction is Iron Mountain, under Contract KC001578-280920 CPA 6658208. If you want to destroy the records onsite by your agency staff or a vendor, do **not** select "Yes" on the Disposition Request under "Do you request pickup…?" Note that shredding is best practice for records with sensitive or private information. But if you are using standard county office equipment, recycling is usually the more environmentally friendly option and should be considered for records without privacy concerns.

What do I do with completed documentation?

The required disposition documentation (using all the above processes) is automatically filed to Content Manager in the "Disposition of Public Records" category. It is against best practice to retain additional copies of disposition documentation.