



# Records Management Guidance

## Key Takeaways for Supervisors and Managers

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Managing records is a job responsibility of all King County employees, as described in the [Basic Records Management training](#). In addition, supervisors and managers also play an important role in ensuring that King County's records are properly managed.

### As a supervisor, you should:

- model the way by **managing your own records**
- ensure that all employees have completed **Basic Records Management training** (see link above)
- ensure that new employees complete the **New Employee Checklist** (see link below)
- inform employees of **which categories** from their retention schedule **they should use** to align with the work that they do and the records they create or retain
- provide employees with the **time and resources** to take trainings and manage records over time
- **Integrate records management into daily work** (staff meetings, standard work documentation/SOPs, job descriptions, goals/planning, etc.)
- ensure that employees are **managing their records throughout their employment** (probationary reviews, performance appraisals, consistent filing to Content Manager, etc.)
- ensure that exiting employees complete the **Exiting Employee Checklist** (see link below)

**Important!** Per [Executive Policy INF-15-5-1-EP](#), records not managed before an employee's departure are the responsibility of **you** as the supervisor. It is challenging to access records of a departed employee if they have **not** been filed to Content Manager or another shared filing space. It is in your best interest to ensure that employees are managing their records throughout their employment, not just at the end of it!

### Resources:

- [Records Management Key Takeaways for ALL employees](#) (PDF)
- [New Employee Checklist](#) (PDF)
- [Content Manager Getting Started](#) (web page)
- [Exiting Employee Checklist](#) (PDF)

### People Resources:

- [Records Management Lead](#) – records management support, usually at the section or work-group level
- [Agency Records Officer](#) – records management oversight, usually at the department level
- **Records Management Program** – countywide records management resource  
[records.management@kingcounty.gov](mailto:records.management@kingcounty.gov) / 206-477-6889 / [www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)



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King County Records Management Program  
206-477-6889 – [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
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08/2024