



Records Management Guidance

Key Takeaways for All Employees

Summary and main points for employees that have taken [Basic Records Management Training](#).

Basic Concepts and Terminology:

Record: “Any recorded information – regardless of format – that is created, received, or maintained, and which supports, sustains or provides evidence of King County business.”
(includes, but not limited to: emails, Word documents, paper documents, PDFs, data in a database, social media posts, etc.)

All records created or received during your employment are **property of King County**.

All records fall into **two buckets**:

Retention Value:

Records that **provide evidence** of King County business.

Retention Schedule: legal documents that include **retention periods** and provide other guidance on records with retention value. Access [retention schedules online](#).

OR

Transitory:

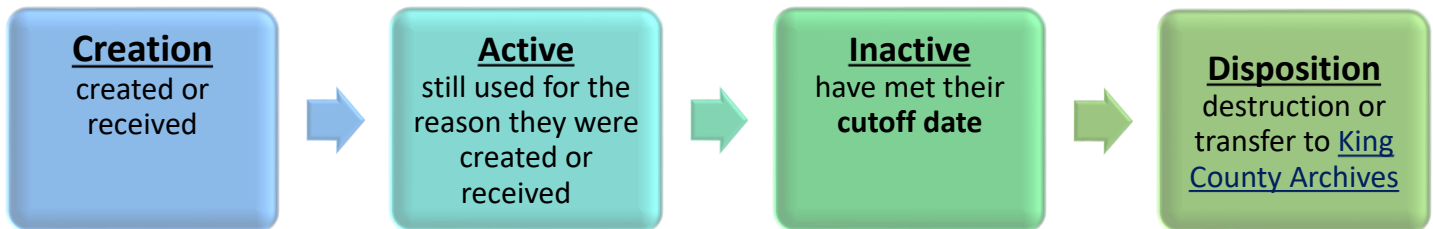
Records that are **not** needed to document county actions, decisions, programs, etc.

They can and should be **deleted or destroyed** when no longer needed.

More [examples and guidance](#) (PDF).

Records Lifecycle

all King County records go through a lifecycle:



Retention Phase



King County Records Management Program
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement



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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
- [Disposition Authority](#) – approves disposition (destruction or transfer) of records that have met their retention requirements
- **Records Management Program** – countywide records management services
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Countywide Records Storage Locations:

Active Records:



Outlook – (emails) [Best Practices](#)



OneDrive – (electronic records; not shared or shared with up to 3 people) [Best Practices](#)



SharePoint or Teams - (electronic records; shared with 3 or more people) [Best Practices](#)



Office Filing Areas (physical records)

Inactive Records:



Content Manager (CM) (electronic records; and physical records stored at the King County Records Center)

[Get started now with Content Manager!](#)

Note! These are the commonly used locations where records can be located and that are available countywide, but do not apply to all departments or positions. Others might apply!

Responsibilities for all King County employees*:

1. **Be mindful** about how you document your work
2. **Maintain and organize** your records in a way they can be easily retrieved
3. **Preserve and protect** records within their retention period

** other responsibilities might apply, depending on your job!*



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