



# Database Records Purge Plan – Records Management

## Records Management Program

Mailstop: GBB-ES-0210

Phone: 206-477-6889

Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)

Completion of this form is required before an agency may destroy its records per INF-15-4-1-EP (Management of KC Public Records). This form is to be used for deletion of non-archival records (data) by the agency or an external vendor. **This form is specific to records (structured data) being dispositioned on a pre-set basis from a database or IT system.**

Upon completing this form, please provide it to [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov) for further guidance.

Name of Department: \_\_\_\_\_

Name of Division / Section / Office: \_\_\_\_\_

Name of Agency Records Officer: \_\_\_\_\_

Name of Disposition Authority: \_\_\_\_\_

Who is the main office contact person regarding this application?

Name: \_\_\_\_\_

Email: \_\_\_\_\_

1. Before completing this form **identify if any of the records have archival or potentially archival designation on your retention schedule**. For records with potentially archival value, contact the [King County Archives](#) to verify if they do have archival value before completing this form. Records with archival value per retention requirements, or those with potentially archival value that are determined archival by the King County Archivist *cannot be purged*. Contact the [Records Management Program](#) for how best to manage these records.
2. **Identify and describe the records to be purged** (add additional lines as needed).

Record Category Title and Description of Records	Cutoff and Retention Period	Disposition Authority Number (DAN)	Consistency of purge (ex. monthly, quarterly, annually)
<i>Example: Minor Maintenance records: Records documenting the minor maintenance of King County Fleet vehicles</i>	<i>Year end + 3 years</i>	<i>GS2012-040</i>	<i>Annual purge</i>




3. What electronic system will you be purging records from? Is this a county system or 3<sup>rd</sup> party vendor?

4. Which agency (Department, Division, Section) owns the records being purged from the system?

5. Describe the purge process. How often will records be dispositioned from the system (annual, monthly)?

6. Will the purge include associated metadata as well as the records themselves?

7. Is there a process in place to place a hold on records in this system in the event of pending litigation, public disclosure requests, audits or investigations. Describe the process.

