

 King County	<p align="center">RETENTION SCHEDULE REPORT (BY CATEGORY)</p>	<p align="right">Print Date: 01/29/16</p>
<p>Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.</p>		
<p>Category Code Level 2: 01-General Administration: The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.</p>		
<p>Category Code Level 3: ACO-01-001 Category Title: General Office Communications and Staff Meetings Category Description (Description of activity): This category represents records created, received and used when communicating within and outside the county on general topics related to the business of the county and the conduct of general office staff meetings. Records may include but not limited to: general correspondence (not executive, elected officials or department heads); meeting minutes and agendas (not governing or advisory council, commission or board); calendars; administrative procedures and instructions (not official agency policy); working files containing copies of information for reference (not governing, advisory, executive); forms and templates; training availability announcements and notices; mailing lists; travel arrangement; meeting arrangement. Category Notes (Examples of records in this category): As programs and projects develop within the county, it may be necessary to move records from this category to business-related categories such as project files, contract administration files, personnel actions, etc. that need to be retained with the business activity they support. Rule Number (DAN): Combo Rule ACO-01-001 Cutoff: Year end Retention Period: 2 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:</p>		
<p>Department, Division, Sections (DDS) with access to this category:</p>		
<p>4 Culture-General Division-(ALL) All Sections</p>		
<p>Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)</p>		

All Sections
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Community Services -(BRD) Advisory Council on Aging and Disability Services
Community and Human Services (Department of)-Community Services -(BRD) Regional Human Services Citizen Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Advisory Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Citizens Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Women's Advisory Board
Community and Human Services (Department of)-Development Disabilities - (ALL) All Sections
Community and Human Services (Department of)-Development Disabilities - (BRD) Board for Developmental Disabilities
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Community and Human Services (Department of)-Director's Office-Human Resources
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse

and Dependency Services-(BRD) Mental Health Advisory Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight Committee
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
DES-FBOD-(DIR-HR) Human Resources
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) - Business Resource Center-(ABT) Accountable Business Transformation
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(BRD) Deferred Compensation Board
Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(CSS) Career Support Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(E&R) Employment and Recruitment

Executive Services (Department of) -Human Resources-(EH&WELL) Employee Health and Well Being
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) EEO/AA Advisory Committee
Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-District 1-(FERGUSON) Bob Ferguson
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office

King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ESJ) Equity and Social Justice
King County Information Technology-Chief Information Officer-(PSERN) Puget Sound Emergency Radio Network
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-Communications and Marketing-(ALL) All Sections
King County Information Technology-eGovernment-(ALL) All Sections
King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-General-(ALL)
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Projects-(ITP) Information Technology Projects
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DES) DES Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support

King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-IT Governance-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(DC) Data Center
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Operations and Business Solutions-(SC) Service Center
King County Information Technology-Operations and Business Solutions-(TP) Technical Products
King County Information Technology-Operations-(ALL) All Sections
King County Information Technology-Project Management Office-(ALL) All Sections
King County Information Technology-Regional Communication Services-(NET) Networks
King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
King County Information Technology-Strategy and Architecture-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections

King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight Board
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PCO) Director's Office - Project Control Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-GIS) GIS Access
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN)

Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS) Project Planning and Delivery - GIS/Modeling/Mapping
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM) Resource Recovery - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ENER) Resource Recovery - Energy
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC) Resource Recovery - Technology Assessment
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Defense (Department of)-General-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(BRD) Plumbing Board of Appeals
Public Health (Department of)-Environmental Health Services Division-(BRD) Water System Review Board
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Public Health (Department of)-Prevention Division-(EPI) Epidemiology

Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(BRD) International Airport Roundtable
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(GMO) General Manager's Office - Regional Fare Coordination
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(RAIL)

Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SD) Service Development
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS) Systems Development and Operations
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 01-General Administration: The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.
<p>Category Code Level 3: ACO-01-002</p> <p>Category Title: Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>Category Description (Description of activity): Internal and external communications to or from the county's elected officials, department heads, division heads, and others whose communications have been designated as potentially archival by the County Archivist. Also includes the communications of other staff acting on behalf of any of the above. Records filed to this category are those that are made or received in connection with the transaction of public business, and that are not covered by a more specific record series. Includes all communication types, regardless of format: correspondence, e-mail; web-sites/forms/pages; social networking posts and comments, etc. This category also includes subject and issue files kept by the same individuals that relate to projects or issues under their purview. This category also includes, but is not limited to: Requests for and provision of information/advice; intergovernmental correspondence; general staff meetings minutes; appointment calendars; mailing lists.</p> <p>Category Notes (Examples of records in this category): Excludes non-executive communications (ACO-01-001) Excludes public records requests (INF-01-003) Excludes advisory/governing meeting records (LES-02-001) Excludes communications for councilmembers (ACO-01-007) Excludes communications for advisory councils, committees, commissions and boards (ACO-01-014)</p> <p>Rule Number (DAN): Combo Rule ACO-01-002</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p>

Rule Status: Active

Rule Remarks: Excludes non-executive communications, which can be retained as a separate record under category ACO-01-001, General Office Communications, Meetings and Working Files. Excludes public records requests, which can be retained as a separate record under category INF-01-002, Public Records Act Requests and INF-01-003, Public Records Act Requests Logs. Excludes the provision of routine information covered by DAN GS50-02-01. Excludes official meeting minutes and agendas for advisory or governing bodies which can be retained as a separate record under LES-02-001, General Advisory Councils, Commissions, Committees and Boards. Excludes correspondence for advisory councils, committees, commissions and boards, which can be retained as a separate record under category LES-02-003. Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Elections (Department of)-Director's Office-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Executive Services (Department of)-Facilities Management-(DIR) Director's

Office
Judicial Administration (Department of)-General Division-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Executive's Office-Kurt Triplett
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office
King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning
King County Information Technology-Chief Information Officer-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 01-General Administration: The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.
<p>Category Code Level 3: ACO-01-004</p> <p>Category Title: Accreditation, Certification, and License Documentation for Agency Functions and Operations</p> <p>Category Description (Description of activity): Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the agency in relation to its general functions and operations, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes applications, confirmations, correspondence, violations/corrections, reports, etc.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-42R1</p> <p>Cutoff: Superseded or terminated and conditions of authorization satisfied and violations (if any) corrected</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Excludes authorizations received by the local government agency relating to: Hazardous materials covered by GS55-01M-04; Real property ownership (land division permits, etc.) covered by GS55-05A-06. IMPORTANT: Excludes authorizations granted by the local government agency (such as permits, certificates, licenses, etc.), which are covered in sector schedules.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 01-

Category Code Level 3: ACO-01-006

Category Title: Meetings - Inter-Agency, Inter-Local, Inter-Governmental

Category Description (Description of activity): Records documenting all meetings held between King County and one or more other external public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc. Includes, but is not limited to: agendas, meeting packets, sign-in lists, minutes, audio/visual recordings, transcripts, etc. Includes indexes and other finding aids.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-175R1

Cutoff: Year end or after completion of project, whichever is later

Retention Period: 6 years

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

Natural Resources and Parks (Department of)-Water and Land Resources -Local
Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that

cross functional lines defined by other primary classification.

Category Code Level 2: 01-

Category Code Level 3: ACO-01-007

Category Title: Council Communications, Subject and Issue Files

Category Description (Description of activity): Subject files containing informational copies of various records organized by issue, person, subject or other areas of interest. May include Issue/District Files, Intergovernmental Associations, Public Relations: speeches, newsletters, articles, press releases, proclamations, biographies, photos, etc., Appointment Calendars, Mailing Lists, Public Opinion Polls, Informational Reports on a Specific Topic, Correspondence Files.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule ACO-01-002

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes non-executive communications, which can be retained as a separate record under category ACO-01-001, General Office Communications, Meetings and Working Files. Excludes public records requests, which can be retained as a separate record under category INF-01-002, Public Records Act Requests and INF-01-003, Public Records Act Requests Logs. Excludes the provision of routine information covered by DAN GS50-02-01. Excludes official meeting minutes and agendas for advisory or governing bodies which can be retained as a separate record under LES-02-001, General Advisory Councils, Commissions, Committees and Boards. Excludes correspondence for advisory councils, committees, commissions and boards, which can be retained as a separate record under category LES-02-003. Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

KCC-D8-(CONSTANTINE) Dow Constantine

King County Council (IA)-District 1-(DEMBOWSKI) Rod Dembowski

King County Council (IA)-District 1-(FERGUSON) Bob Ferguson

King County Council (IA)-District 2-(GOSSETT) Larry Gossett

King County Council (IA)-District 3-(LAMBERT) Kathy Lambert

King County Council (IA)-District 4-(PHILLIPS) Larry Phillips
King County Council (IA)-District 6-(HAGUE) Jane Hague
King County Council (IA)-District 7-(VON REICHBAUER) Pete von Reichbauer
King County Council (IA)-District 8-(McDermott) Joe McDermott
King County Council (IA)-District 9-(DUNN) Reagan Dunn
King County Council (IA)-District 5-(PATTERSON) Julia Patterson
King County Council (IA)-District 5-(UPTHEGROVE) Dave Upthegrove
King County Council-Clerk Office-Central Staff-ALL
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 01-
<p>Category Code Level 3: ACO-01-010</p> <p>Category Title: Archives Research Requests</p> <p>Category Description (Description of activity): Requests for copies of and access to County records held by the King County Archives. Includes, but is not limited to: research request forms and correspondence. Excludes Public Disclosure Requests covered by GS50-09-04.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-09R1C</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule with a "C" extension was created to provide a longer retention period for archival research requests as requested by the King County Archives - RW 8/12/2013.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 01-

Category Code Level 3: ACO-01-012**Category Title:** Records Management Advice**Category Description (Description of activity):** Requests for assistance from King County employees regarding the retention of public records. Includes, but is not limited to: correspondence, sample records, and advice provided.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS2010-001R3A**Cutoff:** Year end**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** This rule with an "A" extension was created to provide a longer retention period for records management advice requests as requested by Gail Snow because of the legal ramifications associated with providing retention advice to county customers. - RW 11/21/2013.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services**Category Code Level 1:** ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.**Category Code Level 2: 01-****Category Code Level 3: ACO-01-013****Category Title:** Meetings/Projects - General Advisory Councils, Commissions, Committees and Boards**Category Description (Description of activity):** This category covers the function of managing the official records for advisory councils, commissions, committees or boards. Records include but are not limited to: agenda packets and all related materials, audio/visual recordings* of meetings, correspondence, meeting minutes, and documents produced by the advisory body such as reports, policy drafts and transmittals to governing bodies. Advisory body members' personal notes, memos and correspondence (e-mail) with the advisory body should be retained as ACO-01-001, General Office Communications and Staff Meetings.**Category Notes (Examples of records in this category):** * Contact Records Management if you plan to store audio/visual recordings in the KC ERMS.**Rule Number (DAN):** GS2012-027**Cutoff:** Year End**Retention Period:** 6 years**Cross Reference:**

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(BRD)
Advisory Council on Aging and Disability Services

Community and Human Services (Department of)-Community Services -(BRD)
Regional Human Services Citizen Oversight Board

Community and Human Services (Department of)-Community Services -(BRD)
Veterans Advisory Board

Community and Human Services (Department of)-Community Services -(BRD)
Veterans Citizens Oversight Board

Community and Human Services (Department of)-Community Services -(BRD)
Women's Advisory Board

Community and Human Services (Department of)-Development Disabilities -
(ALL) All Sections

Community and Human Services (Department of)-Development Disabilities -
(BRD) Board for Developmental Disabilities

Community and Human Services (Department of)-Director's Office-(ALL) All
Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(ALL) All Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative
Board

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(BRD) Mental Health Advisory Board

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight
Committee

Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(BRD) Deferred Compensation Board
Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) EEO/AA Advisory Committee
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building

Services
Flood District-General-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Council-Clerk Office-Central Staff-ALL
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-General-(ALL)
King County Information Technology-IT Governance-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Operations and Business Solutions-(SC) Service Center
King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Strategy and Architecture-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight Board
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RES) Resource

Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Public Defense (Department of)-General-(BRD) Public Defense Advisory Board
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Public Health (Department of)-Environmental Health Services Division-(BRD) Water System Review Board
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Transportation (Department of)-Airport-(BRD) International Airport Roundtable
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission
Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 01-Boards, Councils, and Committees: The activity of documenting the business of advisory bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: ACO-01-014</p> <p>Category Title: Communications for Advisory Councils, Commissions, Committees and Boards</p> <p>Category Description (Description of activity): Communications to or from advisory bodies and its members made or received in the connection with the transaction of official business.</p> <p>Category Notes (Examples of records in this category): Includes all communications, regardless of format, including: correspondence; e-mail; Websites/forms/pages, social networking posts and comments, etc. Excludes council communications, which can be retained as a separate record under category LES-02-004, Council Communications.</p> <p>Rule Number (DAN): GS50-01-12R3</p> <p>Cutoff: year end</p> <p>Retention Period: 2 years</p> <p>Cross Reference: Currently a part of Combo Rule ACO-01-002</p> <p>Essential Record: No</p>

Rule Status: Active

Rule Remarks: Includes all communication types, regardless of format: Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: Agency-initiated information/advice; Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member; Requests for and provision of information/advice. Excludes: Non-executive communications covered by DAN GS2010-001; Public records requests covered by DAN GS2010-014; The provision of routine information covered by DAN GS50-02-01.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(BRD)
Advisory Council on Aging and Disability Services

Community and Human Services (Department of)-Community Services -(BRD)
Regional Human Services Citizen Oversight Board

Community and Human Services (Department of)-Community Services -(BRD)
Veterans Advisory Board

Community and Human Services (Department of)-Community Services -(BRD)
Veterans Citizens Oversight Board

Community and Human Services (Department of)-Community Services -(BRD)
Women's Advisory Board

Community and Human Services (Department of)-Development Disabilities -
(BRD) Board for Developmental Disabilities

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative
Board

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(BRD) Mental Health Advisory Board

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight
Committee

Executive Services (Department of) -Board of Ethics-(ALL) All Sections

Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BRD) Deferred Compensation Board
Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) EEO/AA Advisory Committee
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council-Clerk Office-Central Staff-ALL
King County Executive Office-Equity and Social Justice (Office of)-(BRD) Immigrant and Refugee Task Force
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-IT Governance-(ALL) All Sections

King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight Board
Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Public Defense (Department of)-General-(BRD) Public Defense Advisory Board
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Environmental Health Services Division-(BRD) Plumbing Board of Appeals
Public Health (Department of)-Environmental Health Services Division-(BRD) Water System Review Board
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Transportation (Department of)-Airport-(BRD) International Airport Roundtable

Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission

Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 01-

Category Code Level 3: ACO-01-015

Category Title: Historical Files of the Agency

Category Description (Description of activity): This category contains records that document the history of the agency.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06F-02

Cutoff: When no longer needed for agency business

Retention Period: 2 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Archeological Records are Exempt

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

King County Information Technology-IT Governance-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that

cross functional lines defined by other primary classification.

Category Code Level 2: 01-

Category Code Level 3: ACO-01-016

Category Title: Charters and Bylaws

Category Description (Description of activity): Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (council, commissions, committees, etc.).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-01R1

Cutoff: When superseded

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 01-

Category Code Level 3: ACO-01-017

Category Title: Brand and Identity Records

Category Description (Description of activity): Records relating to the development and selection of the agency's identity/brand for use on printed materials, web pages, signs, badges, banners, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-015

Cutoff: When superseded

Retention Period: 2 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes the naming of buildings, roads, bridges, and other assets covered by GS2012-032. Excludes intellectual property ownership records covered by GS2012-030.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 02-Projects: The functions related to authorization, planning, purchasing/acquisitions, financing and implementing county projects.

Category Code Level 3: ACO-02-001

Category Title: Project Files

Category Description (Description of activity): This category covers county projects not covered by more specific categories. This category excludes grant funded, capital improvement, construction, IT, water and sewer system projects. Project files may include, but are not limited to: work plans, business cases, budgets, drafts, reference materials, correspondence, communication logs, notes and documents related to final deliverables.

Category Notes (Examples of records in this category): Final deliverables can have longer retention periods. Examples include: Final research/program reports, studies, surveys, models and analyses; information technology design and implementation.

Rule Number (DAN): GS50-01-39R1

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Community Services -(BRD) Advisory Council on Aging and Disability Services
Community and Human Services (Department of)-Community Services -(BRD) Regional Human Services Citizen Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Advisory Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Citizens Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Women's Advisory Board
Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections
Community and Human Services (Department of)-Development Disabilities -(BRD) Board for Developmental Disabilities
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Community and Human Services (Department of)-Director's Office-Human Resources
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Health Advisory Board

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight Committee
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
DES-FBOD-(DIR-HR) Human Resources
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) - Business Resource Center-(ABT) Accountable Business Transformation
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program

Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(CSS) Career Support Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(E&R) Employment and Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program

Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) EEO/AA Advisory Committee
Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services

Executive Services (Department of)-Facilities Management-(DIR) Director's Office
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-District 1-(FERGUSON) Bob Ferguson
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office
King County Information Technology-Business and Finance Support-(ALL) All Sections

King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ESJ) Equity and Social Justice
King County Information Technology-Chief Information Officer-(PSERN) Puget Sound Emergency Radio Network
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-Communications and Marketing-(ALL) All Sections
King County Information Technology-eGovernment-(ALL) All Sections
King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-General-(ALL)
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Projects-(ITP) Information Technology Projects
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DES) DES Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support

King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-IT Governance-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(DC) Data Center
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Operations and Business Solutions-(SC) Service Center
King County Information Technology-Operations and Business Solutions-(TP) Technical Products
King County Information Technology-Operations-(ALL) All Sections
King County Information Technology-Project Management Office-(ALL) All Sections
King County Information Technology-Regional Communication Services-(NET) Networks
King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
King County Information Technology-Strategy and Architecture-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated

Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight Board
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee

Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PCO) Director's Office - Project Control Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-GIS) GIS Access
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC)

Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS) Project Planning and Delivery - GIS/Modeling/Mapping
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM) Resource Recovery - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ENER) Resource Recovery - Energy
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC) Resource Recovery - Technology Assessment
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Defense (Department of)-General-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic

Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(BRD) Plumbing Board of Appeals
Public Health (Department of)-Environmental Health Services Division-(BRD) Water System Review Board
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Airport-(BRD) International Airport Rountable
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(GMO) General Manager's Office - Regional Fare Coordination
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(RAIL)
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SD) Service Development
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS) Systems Development and Operations
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that

cross functional lines defined by other primary classification.

Category Code Level 2: 02-Projects: The functions related to authorization, planning, purchasing/acquisitions, financing and implementing county projects.

Category Code Level 3: ACO-02-002

Category Title: Research/Program Reports, Studies, Surveys, Models and Analyses

Category Description (Description of activity): This category includes research reports, studies, surveys, models and analyses that are not covered by a more specific category. This category holds only the final publication of the report resulting from the activity of researching, studying, surveying, modeling and analyzing agency program data. Background research, drafts, and working files related to the final report should be retained as a project file under ACO-02-001. In certain cases the topic and/or a contract require longer retention of the records in this category.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-32R1

Cutoff: When obsolete or superseded

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period of 6 years after the cutoff date was assigned to this series to be consistent with Project Files, GS50-01-39. This is in excess of the State minimum retention period. The State retention schedule allows for immediate destruction of records, once obsolete or superseded.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All
Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Assessments (Department of)-General-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Community Services -(BRD) Advisory Council on Aging and Disability Services
Community and Human Services (Department of)-Community Services -(BRD) Regional Human Services Citizen Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Advisory Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Citizens Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Women's Advisory Board
Community and Human Services (Department of)-Development Disabilities - (ALL) All Sections
Community and Human Services (Department of)-Development Disabilities - (BRD) Board for Developmental Disabilities
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Community and Human Services (Department of)-Director's Office-Human Resources
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Health Advisory Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight Committee
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
DES-FBOD-(DIR-HR) Human Resources

Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) - Business Resource Center-(ABT) Accountable Business Transformation
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(BRD) Deferred Compensation Board
Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee

Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(CSS) Career Support Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(E&R) Employment and Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(EH&WELL) Employee Health and Well Being
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections

Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-District 1-(FERGUSON) Bob Ferguson
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office
King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-Communications and Marketing-(ALL) All Sections
King County Information Technology-eGovernment-(ALL) All Sections

King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-General-(ALL)
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Projects-(ITP) Information Technology Projects
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DES) DES Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-IT Governance-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Operations-(ALL) All Sections
King County Information Technology-Project Management Office-(ALL) All

Sections
King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Strategy and Architecture-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight

Board
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PCO) Director's Office - Project Control Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-GIS) GIS Access
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS) Project Planning and Delivery - GIS/Modeling/Mapping
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM) Resource Recovery - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-

ENER) Resource Recovery - Energy
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC) Resource Recovery - Technology Assessment
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Defense (Department of)-General-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(BRD) Plumbing Board of Appeals
Public Health (Department of)-Environmental Health Services Division-(BRD) Water System Review Board
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS)

Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(BRD) International Airport Roundtable
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction

Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(GMO) General Manager's Office - Regional Fare Coordination
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(RAIL)
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SD) Service Development
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS) Systems Development and Operations
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 02-
<p>Category Code Level 3: ACO-02-003</p> <p>Category Title: Informational Reports</p> <p>Category Description (Description of activity): Reports created by agency staff where not covered by a more specific category. Includes, but is not limited to: project/program status reports, program administration reports and summary reports.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06F-03R1</p> <p>Cutoff: Year end</p> <p>Retention Period: 2 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected</p>

records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(DIR)
Director's Office

Executive Services (Department of) -Human Resources-(COMP) Compensation
and Classification Services

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

King County Information Technology-Operations and Business Solutions-(DC)
Data Center

King County Information Technology-Operations and Business Solutions-(SC)
Service Center

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Transportation (Department of)-Road Services-(DIR) Director's Office

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 02-

Category Code Level 3: ACO-02-004

Category Title: Reporting/Filing (Mandatory) - Agency Management

Category Description (Description of activity): Records relating to general functions of the agency that are required to be filed with, or submitted to, and outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, where not covered by a more specific record series. Records include, but are not limited to: Reports/forms/certificates/lists; Submission confirmation, correspondence, inquiries, etc.

Category Notes (Examples of records in this category): Includes, but is not limited to: Politcal campaign reports, lobbying reports, personal statements (financial affairs, contact information) etc., filed with the Public Disclosure Commission in accordance with chapters 42.17 and 42.17A RCW; Special pupose district reports filed with the County or State Auditor in accordance with RCW 36.96.090; Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to RCW 36.27.020.

Rule Number (DAN): GS2012-028R1

Cutoff: Report or document submitted

Retention Period: 6 years

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BDCC)
Business Development & Contract Compliance

Executive Services (Department of) -Human Resources-(COMP) Compensation
and Classification Services

Executive Services (Department of) -Office of Risk Management-(ALL) All
Sections

FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

King County Council-Administration-(ALL) All Sections

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections

King County Executive's Office-(Office of) Performance, Strategy, and Budget-
(PLAN) Regional Planning

King County Information Technology-Human Resources-(ALL) All Sections

King County Information Technology-IT Governance-(ALL) All Sections

King County Information Technology-Strategy and Architecture-(ALL) All
Sections

Natural Resources and Parks (Department of)-Water and Land Resources -Local
Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 02-

Category Code Level 3: ACO-02-005

Category Title: Committee to End Homelessness (CEH) Project Files

Category Description (Description of activity): Project file related to The Committee to End Homelessness (CEH). The Committee is tasked to work with internal teams and outside agencies to implement the Ten-Year Plan to End Homelessness in King County. All records are related to the ten-year plan. Records may include reports, contracts, communications, newsletters, work plans, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-39R1

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Director's Office

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 02-

Category Code Level 3: ACO-02-006

Category Title: Alternative Dispute Resolution Case Files

Category Description (Description of activity): Working files for each ADR case. Includes case files held for mediators working on behalf of King County, or for the resolution of conflict between King County employees. All records created in an effort to assist parties in reaching a voluntary settlement to their conflicts. Includes records made for purposes of considering, conducting, participating in, initiating,

continuing or reconvening a conflict resolution process (mediation), as defined by the Uniform Mediation Act.

Category Notes (Examples of records in this category): Excludes final agreement or contract resulting from mediation, covered under ADR Final Agreements covered by category CON-01-001.

Rule Number (DAN): GS50-01-39R1A

Cutoff: Completion of case

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a different archival status for these records after County Archivist Carol Shenk appraised ADR case files as non-archival - RW 11/24/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 02-

Category Code Level 3: ACO-02-007

Category Title: Regional Planning Project Files

Category Description (Description of activity): Records relating to demography and urban planning projects. Specific types of projects include Complete Count Committee Project Files, King County Benchmark Task Force Project Files, Washington State Data Center/Census Project Files, and Buildable Land Reports Development Project Files. Records in the project files include, but are not limited to: work plans, business cases, budgets, drafts, reference materials, correspondence, communication logs, notes and other documentation.

Category Notes (Examples of records in this category): Excludes grant-funded, capital improvement, construction, IT or water and sewer system projects. Also excludes final reports or other project deliverables (see category ACO-02-004).

Rule Number (DAN): GS50-01-39R1D

Cutoff: Completion of project

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a longer

retention period for urban planning and demographic projects in the King County Executive Office, as requested by the agency. The information in the project files is used by the agency to support the execution of future projects, which often occur in excess of the minimum 6 year retention - RW 3/25/2015.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections

King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 02-

Category Code Level 3: ACO-02-008

Category Title: Public Art Project Development

Category Description (Description of activity): Records that document the process of developing or acquiring Public Art pieces, including permanently installed art, portable art and ephemeral (experiential) art.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-39R1

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 03-Policies and Procedures: The activity of creating systematic approaches to operations and processes.

Category Code Level 3: ACO-03-001

Category Title: Policy Development Files

Category Description (Description of activity): Records that document the development of agency policies. Includes, but is not limited to: correspondence, research and drafts.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-39R1

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Director's Office

Community and Human Services (Department of)-Director's Office-Human Resources

Elections (Department of)-Operations-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections

King County Council-Administration-(ALL) All Sections

King County Executive Office-Office of Labor Relations-(ALL) All Sections

King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning

King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Deputy Chief Information Officer-(ALL) All Sections
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Regional Communication Services-(NET) Networks
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 03-Policies and Procedures: The activity of creating systematic approaches to operations and processes.

Category Code Level 3: ACO-03-002

Category Title: Final Adopted Policy

Category Description (Description of activity): Officially adopted policies, procedures or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-24R1

Cutoff: Policy superseded or obsolete

Retention Period: Permanent - transfer to the King County Archives immediately after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Essential Record - Needs security microfilm backup. This rule is assigned to ACO-03-002. Identify and protect records if needed to support agency's essential functions in event of disaster.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives immediately after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Board of Ethics-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections

Judicial Administration (Department of)-Finance Division-(ALL) All Sections

King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility

Engineering and Science Unit
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 03-Policies and Procedures: The activity of creating systematic approaches to operations and processes.
<p>Category Code Level 3: ACO-03-003</p> <p>Category Title: Delegation of Authority and Signature Records</p> <p>Category Description (Description of activity): Includes written delegation of authority to specific individuals to sign documents and financial instruments, and to make decisions in lieu of a superior officer. The category also covers implementation records for line of succession as delegated in agency policy. Records include, but are not limited to, samples of signatures.</p> <p>Category Notes (Examples of records in this category): See King County Policy ACO 8-1-29 (AEO) Delegation of Authority during Absence of the Executive and Line of Succession.</p> <p>Rule Number (DAN): GS50-03B-11</p> <p>Cutoff: When superseded</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Records and Licensing Services-(DIR)

Director's Office
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 03-
<p>Category Code Level 3: ACO-03-004</p> <p>Category Title: Administrative Procedures and Instructions</p> <p>Category Description (Description of activity): Documentation of internal policies, procedures and guidelines created by the agency which relate to the agency's routine day-to-day operations. Records may include advisory memos, manuals documenting departmental policies and procedures, handbooks, desk manuals, supporting background materials and related documentation.</p> <p>Category Notes (Examples of records in this category): Excludes procedures, instructions and advice sent to (received by) the agency from an outside agency or source (transitory, no category required. Excludes officially adopted policies, procedures, directives, regulations and rules (category ACO-03-002).</p> <p>Rule Number (DAN): GS50-01-01</p> <p>Cutoff: When revised or obsolete</p> <p>Retention Period: 2 years</p> <p>Cross Reference: Currently a part of Combo Rule ACO-01-001 and Combo Rule ACO-01-002</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(COMP) Compensation

and Classification Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(DC) Data Center
King County Information Technology-Operations and Business Solutions-(SC) Service Center
King County Information Technology-Operations and Business Solutions-(TP) Technical Products
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 03-

Category Code Level 3: ACO-03-006

Category Title: Advisory Opinions - Board of Ethics

Category Description (Description of activity): Official advisory opinions provided by the Board of Ethics.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-01A

Cutoff: When revised or obsolete

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a different archival status for official advisory opinions - RW 2/9/2015.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 04-Planning, Mission, and Charter: The activity of documenting and determining the county's objectives and the means for obtaining them.

Category Code Level 3: ACO-04-001

Category Title: Franchises

Category Description (Description of activity): Documentation of franchise contracts and the administration of those contracts. Including, but not limited to: original application, development material, correspondence and signed franchise agreement.

Category Notes (Examples of records in this category): The franchise process is initiated when an application is filed with the Clerk of the Council. The franchise file maintained by the Clerk of the Council contains the original application and development material. There are three signed originals of the adopted franchise agreement: one is kept in the legislative file of the adopting Ordinance; one goes to the applicant/grantee; and the other goes to the county agency responsible for maintaining the franchise (DES-FMD-RES or KCEO-KCIT-CABLE). The Hearing Examiner also retains information about franchise agreements that are appealed.

Rule Number (DAN): GS50-05A-10R1

Cutoff: Termination or withdrawal

Retention Period: Permanent - transfer to the King County Archives 6 years after

cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 6 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

King County Council-Clerk Office-Central Staff-ALL

King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 04-

Category Code Level 3: ACO-04-002

Category Title: Strategic Plans - Development

Category Description (Description of activity): Records relating to the development of the agency's strategic plan.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-079

Cutoff: Completion of plan

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Information Technology-Deputy Chief Information Officer-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: -
Category Code Level 2: -
<p>Category Code Level 3: ACO-04-003</p> <p>Category Title: Strategic Plans - Final Version</p> <p>Category Description (Description of activity): Final version of agency-wide strategic, long-term plan used to align the agency's organizational and budget structure with its priorities, missions, and objectives.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2010-080</p> <p>Cutoff: Plan Revised or Obsolete</p> <p>Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them</p>

permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

King County Council (IA)-County Auditor-(ALL) All Sections

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office

Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office

Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 04-

Category Code Level 3: ACO-04-004

Category Title: Work Plans

Category Description (Description of activity): Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans.

Category Notes (Examples of records in this category): Excludes agency-wide strategic plans covered by category ACO-04-003.

Rule Number (DAN): GS50-01-38R1

Cutoff: When revised or obsolete

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes agency-wide strategic plans covered by GS2010-080.

Archival Status: Not Archival
Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Director's Office-Director's Office
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Operations and Business Solutions-(TP) Technical Products
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 04-
Category Code Level 3: ACO-04-005
Category Title: Charter and Bylaws - Development
Category Description (Description of activity): Records relating to the

development of the agency's charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, including written rules for the agency decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-07R1

Cutoff: Adoption of charter of bylaw

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-Agency Complaints, Investigations and Findings: The activity of monitoring and enforcing county code, policies and public rules

Category Code Level 3: ACO-05-001

Category Title: Financial Disclosure Statements

Category Description (Description of activity): Statements of financial and other interests that are required by King County Code to be filed with the King County Auditor's Office. The forms are filed annually and are required by certain county employees, usually those in management-level positions.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-05R2

Cutoff: Submittal to regulatory agency

Retention Period: 4 years

Cross Reference: Supersedes unique rule S94-091-01 Financial Disclosure Statements

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be

disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-Agency Complaints, Investigations and Findings: The activity of monitoring and enforcing county code, policies and public rules

Category Code Level 3: ACO-05-002

Category Title: Code Enforcement

Category Description (Description of activity): Records relating to the enforcement of the local government agency's official code, where not covered by the Law Enforcement Records Retention Schedule. Includes complaint(s), investigations, inspections and assessments, warnings, notices, statements of required corrective action, citations, resolution, and all related communications. Code violations may include, but are not limited to: Animal control; Building, development, land use, and fire; Nuisance (accumulation of junk on private property, etc.); Parking; Personal license and business license. Excludes records covered more specifically in CORE or sector schedules, such as LES-01-009 (Appeals Hearings - Local Decision-Making Bodies (General)).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-026

Cutoff: Issue resolved

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing

Natural Resources and Parks (Department of)-Parks-(RES) Resource

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Public Health (Department of)-Prevention Division-(ADMIN) Administration

Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-

Category Code Level 3: ACO-05-003

Category Title: Junk Vehicle Removal Records

Category Description (Description of activity): Records documenting public requests and King County's responses to landowners who wish to remove junk/abandoned vehicles from their property where the landowner is not the vehicle's registered owner. Includes, but is not limited to: communications with property owners and other parties; requests for information from the Department of Licensing; Junk Vehicle Affidavits; inspection records.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-026

Cutoff: Issue resolved

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-Agency Complaints, Investigations and Findings: The activity of monitoring and enforcing county code, policies and public rules

Category Code Level 3: ACO-05-006

Category Title: Enforcement Database

Category Description (Description of activity): Data collection of Fair Employment cases, Public Accommodations cases, Fair Housing cases, and ADA grievances. Includes key case points such as complaint type, contact, jurisdiction, dates, and resolution. MS Access based program and MS Word.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-04R1

Cutoff: Referral to jurisdictional agency, settlement, withdrawal, or closure

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Civil Rights & Open Government-
(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-Agency Complaints, Investigations and Findings: The activity of monitoring and enforcing county code, policies and public rules

Category Code Level 3: ACO-05-009

Category Title: ADA Self-Evaluation Documents

Category Description (Description of activity): Reports resulting from Department of Justice requirement that King County conduct evaluations of its compliance with the Americans with Disabilities Act of 1990. Reports were used to develop the county's ADA compliance program and to demonstrate accessibility improvements over time. Includes: 1991-92 ADA self-evaluation surveys and related documents regarding facilities, programs, and services. 1998-99 ADA self-evaluation update and related documents regarding programs and services. Consultant ADA surveys of King County facilities: 1998 parks survey; 2002 facilities survey; 2007 facilities survey; future contracted surveys.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-171

Cutoff: Year end, report or project completed, or conditions of grant satisfied, whichever is later.

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Archival status changed from Not Archival to Potentially Archival per request of Carol Shenk, County Archivist - RW 1/10/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be

disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Civil Rights & Open Government- (ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-

Category Code Level 3: ACO-05-011

Category Title: Civil Rights Compliance Files

Category Description (Description of activity): Documents county efforts to comply with federal, state and local statute governing employee (including contractors and volunteers), student, and the general public's civil rights.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-171

Cutoff: Year end, report or project completed, or conditions of grant satisfied, whichever is later.

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Archival status changed from Not Archival to Potentially Archival per request of Carol Shenk, County Archivist - RW 1/10/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Civil Rights & Open Government- (ALL) All Sections

Category Code Level 1: -Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: -

Category Code Level 3: ACO-05-012

Category Title: Civil Rights Enforcement Files

Category Description (Description of activity): Documentation of county's

investigations of complaints of civil rights violations occurring within the county's jurisdiction, where civil litigation has not commenced. Complaints may be made by employees, county contractors, county volunteers, students or the general public. Excludes Employee Grievances records.

Category Notes (Examples of records in this category): Includes, but is not limited to: Complaints, investigations, witness statements, evidentiary documents; Notifications, communications, contact logs, notes; Findings, settlement agreements, post-finding materials. Includes, but is not limited to: Americans with Disabilities Act (ADA), Title II, etc.; Civil Rights Act of 1964 (voter registration, facilities, transportation, equal employment opportunity, education, race, color & national origin [Title VI], etc.); Federal Fair Housing Amendments Act of 1988; Health Insurance Portability and Accountability Act (HIPAA); Rehabilitation Act of 1973 (Section 504 accommodations, etc.); Individuals with Disabilities Education Act (IDEA). Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.

Rule Number (DAN): GS50-04C-04R1

Cutoff: Referral to jurisdictional agency, settlement, withdrawal, or closure

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Director's Office

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 06-Risk Management/Insurance: The activity of identifying and mitigating risks to the local government agency.

Category Code Level 3: ACO-06-001

Category Title: Emergency/Disaster Security, Preparedness and Recovery Plans

Category Description (Description of activity): Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets. Includes, but is not limited to: employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567; essential records lists.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-14-03R2

Cutoff: When obsolete or superseded

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Description, title (formerly Disaster Preparedness and Recovery Plans), and archival designation updated per CORE Revision 2.2 (CO 12/21/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Enterprise Business Continuity-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Transportation (Department of)-Road Services-(DIR) Director's Office

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: ACO-06-003

Category Title: Federal Emergency Management Agency (FEMA) Claims

Category Description (Description of activity): Federal claims made to Federal Emergency Management Agency (FEMA) in response to uncommon or major natural or manmade disasters or emergencies.

Category Notes (Examples of records in this category):**Rule Number (DAN):** GS50-18-29R1**Cutoff:** FEMA claim closed**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Facilities Management-(CAP) Capital Planning

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.**Category Code Level 2:** 06-**Category Code Level 3:** ACO-06-004**Category Title:** Fire and Other Emergency Drill Reports**Category Description (Description of activity):** Records document performance during fire and other emergency drills. Includes both internal departmental drills and countywide drills that test emergency response. May include evaluations of the emergency response plan and "lessons learned" as well as metrics for the quality of response.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-06C-10**Cutoff:** Year end**Retention Period:** 3 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Finance and Business Operations-(DIR)
Director's Office

Natural Resources and Parks (Department of)-Water and Land Resources -Local
Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 06-

Category Code Level 3: ACO-06-007

Category Title: Emergency/Disaster Response/Recovery - Routine or Minor

Category Description (Description of activity): Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.

Category Notes (Examples of records in this category): Excludes emergencies/disasters covered by GS50-18-29-177 and/or GS50-19-15.

Rule Number (DAN): GS2012-025

Cutoff: Issue resolved/recovery complete

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 06-

Category Code Level 3: ACO-06-008

Category Title: Risk Data

Category Description (Description of activity): Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06C-25

Cutoff: Year end

Retention Period: 4 years
Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 06-

Category Code Level 3: ACO-06-010
Category Title: Insurance Policies Purchased - Retroactive
Category Description (Description of activity): Includes accident/injury, sickness, automobile, theft, fire, liability, life, and other insurance policies purchased by the agency where the policy stipulates that a claim may be filed retroactive to the the period of coverage.
Category Notes (Examples of records in this category): For temporary insurance policies that do not allow claims to be filed retroactively after termination or expiration of coverage, see Insurance Policies Purchased, ACO-06-009.
Rule Number (DAN): GS50-06C-16R1A
Cutoff: Termination or expiration of coverage
Retention Period: Permanent
Cross Reference:
Essential Record: Yes
Rule Status: Active
Rule Remarks: This rule with an "A" extension was to created to provide a longer retention period for insurance policies that are retroactive, as requested by the Office of Risk Management. The retention period was raised to permanent, since there is no time limit that a party can file suit against the county - RW 6/10/2014.
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Category Code Level 1: ACO-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 06-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.

Category Code Level 3: ACO-06-012

Category Title: Incident and Accident Claims

Category Description (Description of activity): Includes claims for damages either filed against the county by other parties, or by the county against other parties. This category is for both adults and minors when a claim is settled and closed. This category includes claims by both persons employed by the county and the public.

Category Notes (Examples of records in this category): This category includes vehicle accidents but does not include worker's compensation claims, which are handled by Safety and Claims.

Rule Number (DAN): GS50-01-10R1

Cutoff: Claim Closed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training

Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section

Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section

Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Category Code Level 1: ACO-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 06-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: ACO-06-013</p> <p>Category Title: Incidents/Accidents - No Claim Filed (Under Age 18)</p> <p>Category Description (Description of activity): Includes reports filed against the county by other parties, or by the county against other parties. This category is for minors when a case is filed but does not result in a settled claim.</p> <p>Category Notes (Examples of records in this category): This category includes vehicle accidents and reports filled out for volunteer fire fighters and reserve officers. Excludes worker's compensation claims, which are handled by Safety and Claims.</p> <p>Rule Number (DAN): GS50-06C-03R4</p> <p>Cutoff: Issue is closed</p> <p>Retention Period: 21 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: RCW 4.96.020 prescribes 65 additional days to the 21 year retention period [origin of note is unknown]. Retention was changed from "3 years after individual reaches age 18" to "21 years after issue is closed" to comply with retention requires for incidents involving all minors - RW 12/1/2014.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Public Health (Department of)-Director's Office-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Category Code Level 1: ACO-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 06-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: ACO-06-014</p> <p>Category Title: Incidents/Accidents - No Claim Filed (Age 18 and over)</p> <p>Category Description (Description of activity): Includes reports filed against the county by other parties, or by the county against other parties. This category is for adults, age 18 and over, when a case is filed, but does not result in a settled claim.</p> <p>Category Notes (Examples of records in this category): This category includes vehicle accidents and reports filled out for volunteer fire fighters and reserve officers. Excludes worker's compensation claims, which are handled by Safety and Claims.</p> <p>Rule Number (DAN): GS2010-081R2</p> <p>Cutoff: Date of Incident</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: RCW 4.96.020 prescribes 65 additional days to the 3 year retention period.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Category Code Level 1: ACO-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 06-
<p>Category Code Level 3: ACO-06-015</p> <p>Category Title: Accidents/Incidents (Hazardous Materials) - Human Exposure</p> <p>Category Description (Description of activity): Records documenting accidents, incidents, and any other occurrences within the agency's jurisdiction that are known</p>

to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public.

Category Notes (Examples of records in this category): Includes employees (including contractors and volunteers) and the public. Includes, but is not limited to: description of accident/incident, response, and investigation; personal exposure information, physical examination reports, etc.; analyses of medical or exposure records (WAC 296-802-20015); toxic and hazardous substances records (29 CFR § 1926.1101(n)); personal exposure records as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section VIII; employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section I; other records as specified in WAC 296-802-20010. See the State CORE Schedule for types of records included.

Rule Number (DAN): GS2011-177

Cutoff: Date of Incident

Retention Period: 120 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE)
Director's Office - Safety - Training

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources

Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 08-Public Health Community Relations: The activity of the local government agency's interacting with its community.

Category Code Level 3: ACO-08-002

Category Title: Client Relations - Public Health

Category Description (Description of activity): Records relating to public health agency's interactions with clients or their representatives, such as inquiries, complaints or grievances.

Category Notes (Examples of records in this category): Includes, but is not limited to: Inquiries/complaints/grievances received (such as environmental health complaints, etc.); documentation of agency response(s). Excludes HIPPA-related

complaints covered by DAN HE2011-006.

Rule Number (DAN): HE2011-001R1

Cutoff: Inquiry/complaint/grievance/issue resolved

Retention Period: 8 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 09-Public Health Quality Assurance and Compliance: The activity of enacting policies and procedures in an effort to achieve compliance with quality assurance laws and regulations.

Category Code Level 3: ACO-09-003

Category Title: Health Insurance Portability and Accountability (HIPAA) - Accounting of Disclosure

Category Description (Description of activity): Records of client requests for accounting of protected health information disclosures performed by the agency.

Category Notes (Examples of records in this category): Includes, but is not limited to: Requests to inspect or obtain copies of any protected health care information; documentation of clients taking exceptions to information in their records with which they disagree, and/or request corrections; Disclosures of individuals' protected health information made by the agency or its business associates.

Rule Number (DAN): HE2011-004

Cutoff: Date of disclosure

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: 45 CFR 164.528(a) requires the documentation of disclosure of protected health information and allows individuals to request such accounting for six years after the date of request.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic

Category Code Level 1: ACO-**Category Code Level 2: 10-****Category Code Level 3: ACO-10-001**

Category Title: Agency-Provided Training - General

Category Description (Description of activity): Records documenting training courses, seminars, and workshops provided by the local government agency to the public, customers, contractors, or agency employees where: certificates/credentials/licenses are NOT awarded; and continuing education hours/credits/points are NOT earned; and training is NOT required by federal, state, or local statute or by employer. Records include, but are not limited to: curricula, materials presented, tests administered; attendee lists and sign-in sheets, test results, evaluations. Excludes: agency-provided training covered by GS2011-180; apprentice certification files covered by GS50-04B-34; employee training certificates/history retained in the employee's personnel file; financial records covered in the Financial Management function.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-181R1

Cutoff: Date of training provided

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ESJ) Equity and Social Justice
King County Information Technology-Communications and Marketing-(ALL) All Sections
King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support

King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-Operations and Business Solutions-(SC) Service Center
King County Information Technology-Operations and Business Solutions-(TP) Technical Products
King County Information Technology-Project Management Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: ACO-
Category Code Level 2: 10-
Category Code Level 3: ACO-10-002 Category Title: Agency-Provided Training - Curriculum and Materials Development Category Description (Description of activity): Records relating to the development of training courses, seminars, and/or workshops. Includes research, materials development, etc. Category Notes (Examples of records in this category): Excludes final

curriculum and materials covered by PER-11-005 (Agency-Provided Training - Certification, Continuing Education Credits and Mandatory) or ACO-10-001 (Agency-Provided Training - General).

Rule Number (DAN): GS2011-178R1

Cutoff: When curriculum no longer provided by agency

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance

King County Information Technology-Chief Information Officer-(ALL) All Sections

King County Information Technology-Chief Information Officer-(ESJ) Equity and Social Justice

King County Information Technology-Deputy Chief Information Officer-(ALL) All Sections

King County Information Technology-Human Resources-(ALL) All Sections

King County Information Technology-Operations and Business Solutions-(SC) Service Center

King County Information Technology-Operations and Business Solutions-(TP) Technical Products

King County Information Technology-Project Management Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office

Category Code Level 1: ACO-

Category Code Level 2: 10-

Category Code Level 3: ACO-10-003

Category Title: Agency-Provided Training - Hazardous Materials

Category Description (Description of activity): Records documenting training

courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, relating to non-radiological hazardous materials/waste handling or exposure (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where: Certificates/credentials/licenses may be awarded; or, continuing education hours/credits/points may be earned; or, training is required by federal, state or local statute, and/or by employer.

Category Notes (Examples of records in this category): Records include, but are not limited to: curricula, materials presented, tests administered, etc.; attendee lists and sign-in sheets, test results, evaluations, etc.; certification/hours/credits/points awarded. Excludes records covered more specifically in CORE or sector schedules such as: Radiation protection training as defined by WAC 246-222-030 and American Nuclear Insurers (ANI) Information Bulletin 80-1A and covered in the Public Utilities Records Retention Schedule; Employee training certificates/history retained in the employee's personnel file or employee training history file. Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Rule Number (DAN): GS2012-029

Cutoff: Training Provided

Retention Period: 50 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ACO-

Category Code Level 2: 10-

Category Code Level 3: ACO-10-005

Category Title: Training Curriculum - Equity and Social Justice

Category Description (Description of activity): Final copies of curricula presented during training provided by county agencies on Equity and Social Justice.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-181R1A

Cutoff: When curricula is obsolete or superseded

Retention Period: 3 years

Cross Reference:**Essential Record:** No**Rule Status:** Active**Rule Remarks:** This rule with an "A" extension was created to provide a different archival status for curricula presented in certain trainings, as requested by County Archivist Carol Shenk - RW 11/6/2014.**Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of)-Director's Office-(DIR) Executive Services
Director's Office**Category Code Level 1:** ACO-Personnel Management: The functions related to all phases of personnel administration.**Category Code Level 2:** 10-Staff Development and Training: The activity of enhancing employees' competencies and skills through programs and training.**Category Code Level 3:** ACO-10-006**Category Title:** Agency-Provided Training - Certification, Continuing Education Credits and Mandatory**Category Description (Description of activity):** Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where:
Certificates/credentials/licenses may be awarded; or, Continuing education hours/credits/points may be earned; or Training is required by federal, state or local statute, and/or by employer.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS2011-180R1**Cutoff:** Date training provided**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes records covered more specifically in CORE or sector schedules such as: Hazardous materials training covered by GS2012-029 or UT2012-005; In-service education programs (clock hours) covered by SD51-04G-01; Hazardous materials trained personnel list covered by GS50-19-09; Apprentice certification files covered by GS50-04B-34; Employee training certificates/history retained in personnel or training history files.**Archival Status:** Not Archival**Archival Remarks:**

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ESJ) Equity and Social Justice
King County Information Technology-Human Resources-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 01-Authorization: The activity of granting and/or receiving permission or approval in relation to asset management.
<p>Category Code Level 3: ASM-01-001</p> <p>Category Title: Historic Resource Inventory</p> <p>Category Description (Description of activity): Inventory of historic and archaeological properties in unincorporated King County and cities in which preservation agreements exist. Includes: map points of archeological sites, photos, historic records etc. Note: Archeological records described under RCW 42.56.300 (1) are exempt from public Disclosure.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06F-02</p> <p>Cutoff: When no longer needed for agency business</p>

Retention Period: 2 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Archeological Records are Exempt

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 01-

Category Code Level 3: ASM-01-002

Category Title: Landmark Designations & Regulation

Category Description (Description of activity): Records relating to designations and protection in unincorporated King County and cities in which preservation agreements exist. Includes applications, correspondence, notifications, etc. Includes, but is not limited to: legal notices Landmark registration forms, Findings of fact and decisions legal decisions, Certificates of Appropriateness (COA); applications and decisions, Landmark designation and regulation support materials: photos, public hearings, agendas, violations, site visits, site plans, correspondence legal notices, etc.

Category Notes (Examples of records in this category): Note: Decisions associated with landmark designations are filed with the Recorder's Office and primary copy should be retained by that office.

Rule Number (DAN): LU50-11-29

Cutoff: Termination of designation

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 01-**Category Code Level 3:** ASM-01-004

Category Title: Asset Permits/Authorizations - Environmental

Category Description (Description of activity): Records relating to environmental-related licensing, permits, accreditations, certifications, inspections, and other authorizations acquired by the county in relations to its assets. Includes authorizations required by and/or received from regulating agencies. Examples include, but are not limited to: land use permits, shoreline permits, conditional use permits, wastewater discharge permits, drainage permits, ground water permits, underground fuel tank licenses, etc.

Category Notes (Examples of records in this category): Excludes asset-related permits or authorizations that do not have an environmental impact (see category ASM-01-005). Excludes construction permits and other related authorizations retained with construction project file (see category ASM-02-002). Excludes inspection/monitoring records that are not tied to a specific permit or authorization (see category ASM-04-015).

Rule Number (DAN): GS2012-033A

Cutoff: Authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected/resolved

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a different archival status for environmental-related authorizations, as requested by County Archivist Carol Shenk - RW 5/6/2015.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise

Services
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 01-
<p>Category Code Level 3: ASM-01-005</p> <p>Category Title: Asset Permits/Authorizations - Non-Environmental</p> <p>Category Description (Description of activity): Records relating to licensing, permits, accreditations, certifications, inspections, and other authorizations acquired by the county in relations to its assets, that do not have an environmental impact. Includes authorizations required by and/or received from regulating agencies. Examples include, but are not limited to: fire extinguisher inspections, elevator inspections, x-ray facility registrations, vehicle/vessel registrations, emissions testing, plumbing permits, etc.</p> <p>Category Notes (Examples of records in this category): Excludes asset-related authorizations that have an environmental impact (see category ASM-01-004). Excludes construction permits and other related authorizations retained with construction project file (see category ASM-02-002). Excludes inspection/monitoring records that are not tied to a specific permit or authorization (see category ASM-04-015).</p> <p>Rule Number (DAN): GS2012-033</p> <p>Cutoff: Authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected/resolved</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 02-Design and Construction: The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-002

Category Title: Construction Project Files

Category Description (Description of activity): Records document capital improvement projects from pre-design to construction completion. Specific types of records vary depending on size and nature of the project but typically include: RFP/RFQ for pre-design, site selection materials, contracts, project manuals, amendments, change orders, community outreach documentation, correspondence, plans, estimates, meeting materials, payment information, permit applications, submittals, inspection reports, corrective actions, finance materials, construction related permits, copies of approved vouchers and invoices, council briefing materials, photographs, etc. Excludes Record Drawings - Archival (ASM-02-008) and Record Drawings - Not Archival (ASM-02-009). Excludes Capital Asset (Real Property) (ASM-02-007)

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-18-10R1

Cutoff: Completion of Project or Terms of Grant Agreement, Whichever is Later

Retention Period: 10 years

Cross Reference: supersedes GS50-13C-02

Essential Record: No

Rule Status: Active

Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from 6 years to 10 years. Based on feedback from Julie Blecha of the Washington State Archives on 10/30/2014, this rule is applicable to the project records for all capital projects, including Information Technology projects - RW 10/30/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CAP) Capital Planning

Executive Services (Department of) -Facilities Management-(MAJ) Major Projects

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.
<p>Category Code Level 3: ASM-02-003</p> <p>Category Title: Standards and Specifications Manuals</p> <p>Category Description (Description of activity): Design and development standards and specifications for the construction, operation and maintenance of structures and infrastructures within the county's jurisdiction. Includes operation and maintenance manuals.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS55-05G-04R1</p> <p>Cutoff: Superseded</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.
<p>Category Code Level 3: ASM-02-004</p> <p>Category Title: Parks Projects Plans and Drawings</p> <p>Category Description (Description of activity): Project plans and drawings for county parks.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-18-06R1</p> <p>Cutoff: Completion of project</p> <p>Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at the Washington State Archives. Security microfilm must meet State required technical standards.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer. If appraisal by the county archivist reveals the records to be non-archival, the Archives will return the records to the agency to be retained until the County no longer owns the structure per GS2012-035.</p>
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-005**Category Title:** Construction Project Files - Parks**Category Description (Description of activity):** Records document construction projects (including capital improvement projects) for King County parks, from pre-design to construction completion. Specific types of records vary depending on size and nature of the project but typically include: RFP/RFQ for pre-design, site selection materials, contracts, project manuals, amendments, change orders, community outreach documentation, correspondence, plans, estimates, meeting materials, payment information, permit applications, submittals, inspection reports, corrective actions, finance materials, construction related permits, copies of approved vouchers and invoices, council briefing materials, photographs, etc.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-18-10R1**Cutoff:** Completion of Project or Terms of Grant Agreement, Whichever is Later**Retention Period:** 10 years**Cross Reference:** supersedes GS50-13C-02**Essential Record:** No**Rule Status:** Active**Rule Remarks:** For purposes related to King County business processes, the retention period for this rule was increased from 6 years to 10 years. Based on feedback from Julie Blecha of the Washington State Archives on 10/30/2014, this rule is applicable to the project records for all capital projects, including Information Technology projects - RW 10/30/2014.**Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.**Category Code Level 2: 02-Design and Construction:** The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.**Category Code Level 3: ASM-02-006****Category Title:** Construction Project Files - Wastewater Treatment Division**Category Description (Description of activity):** Records document capital

improvement projects in Department of Natural Resources and Parks-Wastewater Treatment Division, from pre-design to construction completion. Specific types of records vary depending on size and nature of the project but typically include: RFP/RFQ for pre-design, site selection materials, contracts, project manuals, amendments, change orders, community outreach documentation, correspondence, plans, estimates, meeting materials, payment information, permit applications, submittals, inspection reports, corrective actions, finance materials, construction related permits, copies of approved vouchers and invoices, council briefing materials, photographs, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-19

Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 03-Design and Construction: The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-007

Category Title: Capital Assets (Real Property) Files

Category Description (Description of activity): Records document acquisition, ownership, division, value, improvement and sale (or other disposition) of the county's capitalized, real property assets such as land, infrastructure, road

establishment, land division, buildings, leasehold improvements, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-008

Category Title: Record Drawings - Archival

Category Description (Description of activity): Final set of record drawings produced at the completion of the construction of the county's structures and infrastructure where King County Archives has appraised and selected the records for preservation. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-18-06R1

Cutoff: Completion of project

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at the Washington State Archives. Security microfilm must meet State required technical standards.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer. If appraisal by the county archivist reveals the records to be non-archival, the Archives will return the records to the agency to be retained until the County no longer owns the structure per GS2012-035.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office

King County Information Technology-Regional Communication Services-(NET) Networks

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 03-Disposal: The activity of disposing of the county's assets through sale or otherwise.

Category Code Level 3: ASM-03-001

Category Title: Asset Disposal Records - Non-Real Property

Category Description (Description of activity): Non-financial records relating to the process of disposing of all agency non-real property capital assets.

Category Notes (Examples of records in this category): Includes sale, auction, salvage, donation, etc. Copy of vehicle/vessel report of sale, etc.; Surplus property

transfer. Excludes: Ordinances and resolutions (and associated documents) authorizing the auction of surplus property covered by GS50-05A-16 and GS50-01-25; Disposal of hazardous materials covered by GS50-19-02; Disposal of real property assets covered by GS55-05A-06; Purchase offers for agency assets declined by the agency covered by GS2012-030.

Rule Number (DAN): GS50-06E-08R1

Cutoff: Disposal of asset

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-001

Category Title: Hazardous Materials/Dangerous Waste Abatement and Remediation

Category Description (Description of activity): Records relating to hazardous materials clean-up actions and investigations of incidents and/or disasters occurring within the agency's jurisdiction and completed by or on behalf of the agency.

Category Notes (Examples of records in this category): Projects include, but are not limited to: Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List (WAC 173-340-330); Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; Clean-up of spills and releases of hazardous materials.

Rule Number (DAN): GS50-19-15R1

Cutoff: Closure of site or incident/project completed

Retention Period: 50 Years

Cross Reference: was using GS50-19-14

Essential Record: No

Rule Status: Active

Rule Remarks: Records include, but are not limited to: Preliminary assessment/site

inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.; Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with 40 CFR § Part 61, Subpart M.) Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; (Potentially) responsible party searches and investigations; consent decrees; Alert notifications (email, web post, tweet, RSS feed, etc.).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CAP) Capital Planning

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-002

Category Title: SEPA Approvals, Permits and Required Monitoring Records

Category Description (Description of activity): This category covers the final records related to obtaining SEPA approvals and permits for county owned property

and buildings. Also included are monitoring records and reports required as a condition of the SEPA approvals and permits. Granting of SEPA permits or monitoring SEPA related permits for property or buildings not owned by the county are covered under LUD-01-003 Building, Land Use and Land Division Permits.

Category Notes (Examples of records in this category): Records included in this category but not limited to; State Environmental Policy Act (SEPA) Determination of Significance or Non-Significance; State Environmental Policy Act (SEPA) Environmental Checklists; State Environmental Policy Act (SEPA) Environmental Impact Statements

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CAP) Capital Planning

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-003

Category Title: Superfund Site-Specific Records

Category Description (Description of activity): The activity of documenting chemical analysis, services performed to support Superfund remedial and removal activities, and activities conducted at remedial sites.

Category Notes (Examples of records in this category): Examples include: correspondence, quality assurance plans, endangerment assessment, risk assessment, health and safety plans, potentially responsible party searches and investigations, projects operations plans, remedial investigation reports, feasibility studies, Comprehensive Environmental Response, Compensation, and Liability Information System (CIRCLIS) Superfund removal records, removal response files. Also contains documents relating to requirement for submission of information relating to the release of toxic chemicals under Section 313 SARA Title III Emergency Planning and Community Right-to-Know Act (EPCRA). Information collected is intended to inform the general public and the communities surrounding covered facilities about releases of toxic chemicals; EPA forms, inspection reports, consent agreements and other information for listed toxic chemicals.

Rule Number (DAN): GS50-19-15R1

Cutoff: Closure of site or incident/project completed

Retention Period: 50 Years

Cross Reference: was using GS50-19-14

Essential Record: No

Rule Status: Active

Rule Remarks: Records include, but are not limited to: Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.; Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with 40 CFR § Part 61, Subpart M.) Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; (Potentially) responsible party searches and investigations; consent decrees; Alert notifications (email, web post, tweet, RSS feed, etc.).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be

disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW)
Industrial Waste

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)
Operational Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-004

Category Title: Hazardous Materials/Dangerous Waste -
Control/Inventory/Tracking/Disposal

Category Description (Description of activity): Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency where no accident or incident has occurred.

Category Notes (Examples of records in this category): Includes, but is not limited to: Reports and forms required under the Resource Conservation and Recovery Act (RCRA); Dangerous Waste Annual Report filed with the Department of Ecology in accordance with WAC 173-303-220; Materials Safety Data Sheet (MSDS)(WAC 296-800-180), annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the U.S. Environmental Protection Agency Emergency Planning & Community Right-to-Know Act; Toxic Release Inventory (TRI) reporting in accordance with 40 CFR § Part 372.

Rule Number (DAN): GS50-19-02R1

Cutoff: Year end

Retention Period: 50 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no

limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-005

Category Title: Lab Raw Data

Category Description (Description of activity): Documentation of all testing activities performed by the county environmental lab, including effluent/discharge monitoring and water, sediment, tissue, algae and landfill sample testing. These records document all critical components of each analysis, such as sample preparation, instrument calibration, instrument responses, calculations and peer review. Excludes records related to superfund site projects, which are covered by GS50-19-15 Rev 1.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule ASM-04-008

Cutoff: Testing completed, and completion of audit by Department of Ecology and fulfillment of retention requirement specified on discharge permit, if applicable

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST)
Treatment Plant - East Section

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)
Operational Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-008

Category Title: Lab Project Files

Category Description (Description of activity): Records kept by environmental lab project managers. Includes, but are not limited to: original chain of custody forms, field sheets, final reports to internal clients and regulatory agencies, narratives, subcontractor lab reports, original project planning documents such as sampling and analysis plans. Also includes sample collection and field measurement records created by the Field Science Unit of the lab. Excludes records related to superfund site projects, which are covered by GS50-19-15 Rev 1.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule ASM-04-008

Cutoff: Testing completed, and completion of audit by Department of Ecology and fulfillment of retention requirement specified on discharge permit, if applicable

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST)
Treatment Plant - East Section

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)
Operational Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing

the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-010

Category Title: SEPA Environmental Impact Statement Working Files

Category Description (Description of activity): This category covers working files necessary to support the task of completing a SEPA Environmental Impact Statement.

Category Notes (Examples of records in this category): Final records of the SEPA permit are retained under ASM-04-002 SEPA Approvals, Permits and Required Monitoring Records.

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-011

Category Title: Hazardous Waste Disposal Permits

Category Description (Description of activity): This category covers county functions related to hazardous waste disposal permits.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-01M-04R1

Cutoff: Authorization suspended or terminated and conditions of authorization satisfied and violations corrected

Retention Period: 50 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference WAC 173-303-281, and WAC 173-303-806

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-013

Category Title: Hazardous Materials/Dangerous Waste Management Plans

Category Description (Description of activity): Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc. Includes, but is not limited to: Hazardous materials emergency response plans and procedures; Employee Right to Know implementation plan; Hazardous waste plans prepared and submitted to the Department of Ecology in accordance with RCW 70.105.220; Asbestos management plans prepared in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Asbestos School Hazard Abatement Reauthorization Act (ASHARA) in accordance with 40 CFR § Part 763.

Category Notes (Examples of records in this category): Excludes hazardous materials reports and inventories covered by GS50-19-02R1 and abatement records covered by GS50-19-15. Note: Local hazardous waste plans (RCW 70.105.220) received by the Washington State Department of Ecology are designated Archival in accordance with the Department of Ecology's records retention schedule.

Rule Number (DAN): GS50-19-08R1

Cutoff: When obsolete or superseded

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-015

Category Title: Environmental Monitoring Records

Category Description (Description of activity): Records relating to environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series. May include monitoring of soil, air, water (ground, drinking, surface, waste), etc. Includes, but is not limited to: atmospheric monitoring of confined spaces

Category Notes (Examples of records in this category): Excludes inspections or monitoring records tied to an asset permit or authorization (see category ASM-01-004). Excludes hazardous material abatement or remediation (see category ASM-04-001).

Rule Number (DAN): GS51-07-10R1

Cutoff: End of calendar year

Retention Period: 30 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Series revised: changed retention from PERMANENT 11/03

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-018

Category Title: Solid Waste Receiving and Processing Logs

Category Description (Description of activity): Chronological documentation of materials received and processed by solid waste facilities. Includes waste screening data logs.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT50-26-11

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-04-019

Category Title: Landfill Site Closure and Custodial Files

Category Description (Description of activity): Reports and monitoring data required by statute for each landfill site for which the agency is the legal custodian.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT50-26-07

Cutoff: None

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-04-020

Category Title: Landfill Testing and Monitoring Records - Active Facilities

Category Description (Description of activity): Records document tests conducted to monitor environmental conditions for active landfill sites including groundwater, surface water, leaching, gases, weather and fill settlement. Records are used to demonstrate compliance with regulatory requirements and environmental due diligence. May include raw data, chain of custody forms, sample tags, quality control documentation, sampling results, etc.

Category Notes (Examples of records in this category): Records must be reviewed at the end of their retention period to determine if they were used to document post-closure requirements of the facility and if so transferred to the Landfill Site Closure and Custodial Files category for permanent retention. See ASM-04-019 Landfill Site Closure and Custodial Files for testing and monitoring records related to closed facilities.

Rule Number (DAN): UT50-26-08A

Cutoff: Facility closure

Retention Period: 30 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: As recommended by King County's Prosecuting Attorney's Office (PAO), and Department of Public Health (DPH), as well as the Washington State Department of Ecology (WDOE) , the retention period has been increased to 30 years after facility closure to demonstrate environmental due diligence. [This rule with an "A" extension was created to provide a longer retention period for landfill testing/monitoring records, based on this note was from old KC ERMS project team. It only applies to testing/monitoring of landfills and does not apply to transfer stations - RW 11/19/2014.]

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-04-021

Category Title: Landfill / Transfer Station History Files

Category Description (Description of activity): Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, and legal descriptions.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT50-26-05

Cutoff: None

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility

Engineering and Science Unit

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-04-022

Category Title: Transfer Station Site Testing and Monitoring

Category Description (Description of activity): Tests to monitor conditions on sites, used to demonstrate environmental monitoring best practice and compliance. Regulatory bodies and requirements may vary by site. Records include the monitoring of wastewater and surface water.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT50-26-08

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility
Engineering and Science Unit

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-04-023

Category Title: Materials Safety Data Sheets (MSDS)

Category Description (Description of activity): Records that document the potential exposure of agency employees to toxic substances or harmful physical agents.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-19-02R1A

Cutoff: Superseded or chemical no longer in use, whichever is sooner

Retention Period: 50 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Rule is specific for Materials Safety Data Sheets (MSDS). This

records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials. This rule with an "A" extension was created to provide a specific cutoff period specific to MSDS's - RW 9/18/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-04-024

Category Title: Radiation Inspection Records

Category Description (Description of activity): Records relating to the radiation safety inspections for county facilities. Includes licenses or authorizations required by and/or received by regulating authorities. Inspections are related to the hazardous materials that are created, maintained, disposed of or used by the agency.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-01M-04R1

Cutoff: Authorization suspended or terminated and conditions of authorization satisfied and violations corrected

Retention Period: 50 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference WAC 173-303-281, and WAC 173-303-806

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(ME) Medical Examiner

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-Inventory: The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

Category Code Level 3: ASM-05-001

Category Title: Inventory of Real Property

Category Description (Description of activity): Inventory of real property owned by the agency. Includes, but is not limited to: land, infrastructure, easements, improvements, rights-of-way, and buildings.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03A-18R1A

Cutoff: Completion of inventory

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide an archival status of potentially archival for inventory of real estate, as requested by Carol Shenk, County Archivist - RW 6/20/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Operations-(ALL) All Sections

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-Inventory: The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

Category Code Level 3: ASM-05-002

Category Title: Public Art Collection Management

Category Description (Description of activity): Records that monitor, track, and provide information on pieces of public art.

Category Notes (Examples of records in this category): May include, but is not limited to: contracts, care and information sheets for artwork, artist statement and intention of piece, press clippings and publicity items, ceremony/dedication

information, blueprints, tag numbers, survey notes, funding sources and photos.

Rule Number (DAN): Combo Rule ASM-05-002

Cutoff: Deaccession of artwork or disposition of real property

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This Combo Rule is made up of the following component rules: GS2012-030 and GS55-05A-06 R1.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-Inventory: The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

Category Code Level 3: ASM-05-003

Category Title: Inventory of Assets (Non-Real Property)

Category Description (Description of activity): Inventories of personal property owned by county agencies. Includes, but is not limited to: materials, equipment, furniture, vehicles, changes, transfers, computers, phones, electronic devices, machinery, etc.

Category Notes (Examples of records in this category): Excludes inventories of real property (ASM-05-001) and official County Asset Inventory (ASM-05-008)

Rule Number (DAN): GS50-03A-18R1

Cutoff: Completion of inventory

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Hazardous materials inventories covered by GS50-19-02; Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06). Note: Capital asset tracking information must be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor. This DAN is non-archival on the state records retention schedule, but has been changed to potentially archival in the KC ERMS upon the request of Carol Shenk, County Archivist - 4/7/2014. This rule was

changed back to non-archival after creation of GS50-03A-18R1A, a potentially-archival version of this rule - RW 6/20/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

King County Information Technology-Business and Finance Support-(ALL) All Sections

King County Information Technology-Regional Communication Services-(NET) Networks

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration

Stadium Administration (Department of)-General-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-

Category Code Level 3: ASM-05-004

Category Title: Annual Bridge Reports

Category Description (Description of activity): Annual report prepared by director of Road Services Division and presented to the County Council to keep them apprised of condition, maintenance, and future plans for county bridges.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-044

Cutoff: Report or document submitted

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Road Services-(DIR) Director's Office

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-

Category Code Level 3: ASM-05-005

Category Title: Inventory - Keys/Key Cards/Badges

Category Description (Description of activity): Records documenting the inventory of security badges, keys or key cards issued to employees (including contractors and volunteers) and visitors to gain access to agency facilities and resources, including vehicles.

Category Notes (Examples of records in this category): Facilities Management Division is office of primary copy for records related to key cards for county facilities. Fleet Administration Division is the office of primary copy for records related to keys for vehicles. All other agencies record for keys are transitory and should be destroyed when no longer needed for agency business.

Rule Number (DAN): GS50-06B-05R1

Cutoff: When materials returned to county by employee or volunteer, or after inventory list obsolete.

Retention Period: 2 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency. Facilities Management Division is Office of Primary Copy for records related to Key Cards. All other agencies record for key cards are transitory and should be destroyed when no longer needed for agency business.

Archival Status: Not Archival

Archival Remarks: Essential

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local

Hazardous Waste Management Program (HAZ-LHWMP)
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 05-
<p>Category Code Level 3: ASM-05-007</p> <p>Category Title: County Engineer Records</p> <p>Category Description (Description of activity): Records retained by the Road Services Division (acting as the county engineer) in accordance with RCW 36.80.040. Includes all matters recorded and filed with the county engineer documenting the complete history of public roads, highways, bridges, ditches, or other surveys of the county. Includes, but is not limited to, original papers, documents, petitions, surveys, repairs, other papers and reports.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2012-031</p> <p>Cutoff: Closure (demise, termination, end, shutting, death) of County Engineering office</p> <p>Retention Period: Permanent - transfer to the King County Archives immediately after cutoff date</p> <p>Cross Reference: Supersedes GS50-18-03</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records should be transferred to the King County Archives immediately after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.</p>
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 05-
<p>Category Code Level 3: ASM-05-008</p> <p>Category Title: County Asset Inventory</p>

Category Description (Description of activity): Records relating to the creation, maintenance, and filing of King County's fixed assets (non-real property), as conducted by the Fleet Management's Personal and Surplus Property section. Fixed assets may include, but are not limited to: Vehicles and buses, machinery, computers, equipment, furniture; Works of art and historical treasures; Computers, smart phones, global positioning system (GPS) devices; Supplies (office, forms, printing, mailing, linens, etc.); Parts (for vehicles, printers, machines, etc.); Stores items; Concession supplies, maps, code books; Grave markers. Records include: Fixed Asset Inventory Report created and filed annually with the Recorder's Office March 1st in according to RCW 36.32.210.

Category Notes (Examples of records in this category): Excludes: Hazardous materials inventories covered by GS50-19-02; Tree inventories (GS50-06B-25). Note: Capital asset tracking information must be created in accordance with RCW 43.09.200, and is covered by GS2011-182.

Rule Number (DAN): GS50-03A-18R1

Cutoff: Completion of inventory

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Hazardous materials inventories covered by GS50-19-02; Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06). Note: Capital asset tracking information must be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor. This DAN is non-archival on the state records retention schedule, but has been changed to potentially archival in the KC ERMS upon the request of Carol Shenk, County Archivist - 4/7/2014. This rule was changed back to non-archival after creation of GS50-03A-18R1A, a potentially-archival version of this rule - RW 6/20/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 06-Leasing and Usage: The activity of around the county acquiring or granting temporary authority to use goods, materials, and resources.

Category Code Level 3: ASM-06-001

Category Title: Leases

Category Description (Description of activity): Official documentation of leases for property leased by and from other parties and agency property leased to the public. Includes equipment and vehicle leases.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-11R3

Cutoff: Completion of transaction or termination/expiration of instrument.

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes contracts & agreements covered more specifically in CORE or sector schedules such as: Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); Other bond, grant and levy project contracts and agreements covered by GS2011-183; Public records transfer agreements with Washington State Archives covered by GS2010-021. The cutoff date has been amended to allow for the release of any performance bonds/insurance and/or the completion of a federal audit before the contract is terminated. Description and title updated per CORE Revision 2.2 (CO 12/21/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Business and Finance Support-(ALL) All Sections

King County Information Technology-Operations-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Stadium Administration (Department of)-General-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 06-Leasing and Usage: The activity of around the county acquiring or granting temporary authority to use goods, materials, and resources.

Category Code Level 3: ASM-06-002

Category Title: Equipment and Vehicle Checkout Log

Category Description (Description of activity): Documentation of equipment usage by county agencies. Includes usage reports and logs.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-045

Cutoff: Year End

Retention Period: 4 years

Cross Reference: Supersedes GS50-06E-03

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.

Category Code Level 3: ASM-07-001

Category Title: Operating Manuals

Category Description (Description of activity): Operating manuals, specifications, vendor statements, and other related documentation for assets

owned, used or maintained by the agency, where not covered by a more specific records series in King County General Schedule or agency specific schedules. Includes manuals prepared by contractors for use of the agency in maintaining equipment installed in buildings.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06B-09R1

Cutoff: Disposition or sale of facility or equipment

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

King County Information Technology-Operations-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction

Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing

the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.

Category Code Level 3: ASM-07-002

Category Title: Work Orders

Category Description (Description of activity): Requests for performance of maintenance work. Requests may include location, date of request, and work to be performed. May also include request for survey services.

Category Notes (Examples of records in this category): Facilities work orders and all supporting information will be kept and maintained in the electronic system Maximo for their entire lifespan.

Rule Number (DAN): GS2012-040

Cutoff: Year End

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-039 and GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section; Financial records covered in the Financial Management section. Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Facilities Management-(BS) Building Services

King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services

King County Information Technology-Operations-(ALL) All Sections

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.
<p>Category Code Level 3: ASM-07-003</p> <p>Category Title: Insurance, Safety and Fire Inspection Reports</p> <p>Category Description (Description of activity): Insurance, safety, and other inspection reports or certifications and authorizations acquired and utilized by county agencies. Reports may provide recommendations. Includes inspection reports of county property related to Fire and life safety, building HVAC systems, elevators, and other property/building characteristics.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2012-033</p> <p>Cutoff: Authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected/resolved</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.
Category Code Level 3: ASM-07-004

Category Title: Equipment and Vehicle Maintenance and History Files
Category Description (Description of activity): Records documenting the maintenance and repair history of vehicles and equipment owned by the agency.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-039

Cutoff: Asset no longer owned by agency

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes: Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-031 and GS2012-044; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, Construction Project Files Contracts and agreements covered in the Contracts/Agreements section; Financial records covered in the Financial Management section. Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Operations-(ALL) All Sections

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Public Health (Department of)-Director's Office-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Transit-(OPS) Transit Operations

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Transportation (Department of)-Transit-(SAFE) Safety

Transportation (Department of)-Transit-(VM) Vehicle Maintenance

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.

Category Code Level 3: ASM-07-005**Category Title:** Installed Equipment and System Documentation**Category Description (Description of activity):** The activity of documenting major equipment or operating systems, such as sound or audio-visual systems, not integral to the structure of the facility, which may be installed or replaced during the life of the facility.**Category Notes (Examples of records in this category):** May include system layout descriptions, specifications, operating manuals, warranties, installation drawings, and other documentation integral to the maintenance and operation of the equipment or system.**Rule Number (DAN):** GS50-06B-22R1**Cutoff:** When equipment or system is disposed of or replaced**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**King County Information Technology-Operations and Business Solutions-(DC)
Data CenterKing County Information Technology-Regional Communication Services-(NET)
NetworksKing County Information Technology-Regional Communications Services-
(RADIO) Radio CommunicationsKing County Sheriff's Office (IA)-Technical Services Division-(COMM)
Communications

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.**Category Code Level 2: 07-****Category Code Level 3: ASM-07-006****Category Title:** Maintenance - Major and/or Regulated**Category Description (Description of activity):** Records documenting all major maintenance AND all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency's structures and infrastructure (buildings, roads, bridges, vehicles/

vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors. Includes, but is not limited to: Instructions, maintenance manuals, vendor statements; Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); Original defect and inspection reports; Service, repair and maintenance records (regulated and/or major); Work orders; Related correspondence.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-039

Cutoff: Asset no longer owned by agency

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes: Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-031 and GS2012-044; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, Construction Project Files Contracts and agreements covered in the Contracts/Agreements section; Financial records covered in the Financial Management section. Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Information Technology-Regional Communication Services-(NET) Networks

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Transportation (Department of)-Transit-(PF) Power and Facilities

Category Code Level 1: ASM-Asset Management: The functions related to managing

the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 07-

Category Code Level 3: ASM-07-007

Category Title: Maintenance - Minor/Non-Regulated

Category Description (Description of activity): Documents maintenance of assets owned, used or maintained by the agency that is minor in nature and NOT required by a regulatory agency. Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors. Minor non-regulated maintenance may include, but is not limited to: Custodial, floor and window cleaning, lawn/gardening, indoor plant care; painting, furniture upholstery/refinishing; vehicle and equipment oil changes, tune-ups, filters and tires. Records may include service, repair and maintenance records (minor non-regulated); related correspondence, work orders, lists/logs and reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-040

Cutoff: Year End

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-039 and GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section; Financial records covered in the Financial Management section. Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 08-**Category Code Level 3: ASM-08-001****Category Title:** Long Range Asset Plans - Development**Category Description (Description of activity):** Records relating to the development of the agency's long-range strategic plan(s) for the management of its physical and intangible assets. Includes, but is not limited to: Forecasting, needs assessment, feasibility studies, surveys and reports; Goals and objectives, long-range vision; Annual review.**Category Notes (Examples of records in this category):** Excludes: Final versions of long-range asset plans covered by GS51-07-15; Preliminary plans for projects covered by GS2012-041 or GS50-18-10; Excludes financial records relating to successful levy and bond proposals which are covered by Financial Transactions - Bond, Grant and Levy Projects (GS2011-183)**Rule Number (DAN):** GS2012-042**Cutoff:** Final version completed**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes: Final versions of long-range asset plans covered by GS51-07-15; Preliminary plans for projects covered by GS2012-041 or GS50-18-10; Excludes financial records relating to successful levy and bond proposals which are covered by Financial Transactions - Bond, Grant and Levy Projects (GS2011-183).**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

King County Information Technology-Strategy and Architecture-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.**Category Code Level 2: 08-****Category Code Level 3: ASM-08-003****Category Title:** Long-Range Asset Plans (Final Version)**Category Description (Description of activity):** Final version of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS51-07-15R1**Cutoff:** When superseded

Retention Period: 2 years

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Information Technology-Strategy and Architecture-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.

Category Code Level 3: ASM-09-002

Category Title: Real Property Acquisition Files

Category Description (Description of activity): Records that document the acquisition of real property owned by the county. Includes, but is not limited to: condemnation, proceedings, title information, and right-of-way acquisitions.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be

disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.

Category Code Level 3: ASM-09-003

Category Title: Appraisals - Property Purchased

Category Description (Description of activity): Statements of land and facility values for properties acquired/owned by the county.

Category Notes (Examples of records in this category): Excludes appraisals for property not purchased by the county.

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention

period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.

Category Code Level 3: ASM-09-004

Category Title: Easements

Category Description (Description of activity): Documentation of easements granted by King County.

Category Notes (Examples of records in this category): Excludes easements granted to King County, which are covered by ASM-09-008 - Capital Assets (Other) and Non-Capital Tracked Assets.

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.
Category Code Level 3: ASM-09-005 Category Title: Emergency Purchase Authorization and Exception Requests Category Description (Description of activity): This category contains documents and contracts surrounding the process for an Emergency Purchase Authorization. Category Notes (Examples of records in this category): Contracts and documentation for non Emergency Purchase Authorizations should be filed in the Procurement Contracts category, CON-01-002. Rule Number (DAN): GS50-08A-14 Cutoff: Date approved Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.
Category Code Level 3: ASM-09-006 Category Title: DNRP Real Property Facility Records Category Description (Description of activity): Records that documents that relate to ownership of, easements for, or right-of-way use permits for facilities owned by Department of Natural Resources and Parks (DNRP).

Category Notes (Examples of records in this category):**Rule Number (DAN):** LU50-11-22**Cutoff:** Termination of permit**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** This records series is non-archival on the state schedule but was designated as archival on August 31, 2010 by Deborah Kennedy, King County Archivist. This series was reappraised as non-archival on 6/6/2014 by Carol Shenk, County Archivist - RW 6/6/2014.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-GIS)
GIS Access**Category Code Level 1:** ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.**Category Code Level 2:** 09-**Category Code Level 3:** ASM-09-008**Category Title:** Asset Acquisition and Ownership Records**Category Description (Description of activity):** Records documenting acquisition/ownership of the agency's capitalized, non-real property assets and non-tracked assets that are tagged or tracked (small and attractive assets, etc.).**Category Notes (Examples of records in this category):** Non-real property capital assets may include, but are not limited to: Vehicles, machinery, computers, equipment, furniture; Intellectual property (copyrights, patent rights, trademarks, etc.); Works of art and historical treasures; Easements, rights-of-way received by the agency; Water and timber rights received by the agency. Includes but is not limited to: Appraisals (statements of value); Purchase offers for agency assets which are declined by agency; Legal ownership documentation (includes copy of vehicle title if original is transferred to new owner). Excludes contracts and agreements covered by GS2011-169 and GS2011-183. Excludes real property assets covered by GS55-05A-06.**Rule Number (DAN):** GS2012-030**Cutoff:** Disposition of asset or completion of State Auditor's Examination Report, whichever is sooner**Retention Period:** 4 years**Cross Reference:** supersedes GS55-05A-01 (but all real property)**Essential Record:** Yes**Rule Status:** Active

Rule Remarks:**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN)
Finance and Administration - Finance

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.**Category Code Level 2:** 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.**Category Code Level 3:** ASM-10-001**Category Title:** Security ID Badge Application**Category Description (Description of activity):** Documents security badges issued to employees and contractors working in the agency.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS2010-002R1**Cutoff:** Termination of user's access or system is no longer in use**Retention Period:** 6 years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections

King County Information Technology-Operations-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST)
Treatment Plant - East Section

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing

the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.

Category Code Level 3: ASM-10-004

Category Title: Surveillance Tapes No Incident

Category Description (Description of activity): This category is for surveillance tapes that have no incidents on them and are not required by the courts or police for any reason.

Category Notes (Examples of records in this category): Security tapes that do result in incidents should instead be filed in category ASM-10-005.

Rule Number (DAN): GS50-06B-18R1

Cutoff: Last recording or until determined that no security incident has occurred, whichever is sooner

Retention Period: 30 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Operations-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Transportation (Department of)-Transit-(OPS) Transit Operations

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.

Category Code Level 3: ASM-10-007

Category Title: Security Monitoring - Employee/Public/Visitor Access

Category Description (Description of activity): Records documenting employee/public/visitor access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records and data. Includes, but is not limited to: access/entry logs, swipe card data, etc.; Information system login records (audit logs), etc.

Category Notes (Examples of records in this category): Excludes surveillance recordings covered by GS50-06B-18R1 and routine security monitoring covered by GS2010-009R1. Note: If an incident occurs, records are covered by GS2010-008R1 or other relevant investigation case file series.

Rule Number (DAN): GS50-06B-20R1

Cutoff: Year end or last log entry

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Operations and Business Solutions-(DC) Data Center

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 11-

Category Code Level 3: ASM-11-005

Category Title: Operation Logs

Category Description (Description of activity): Logs generated from information technology applications that are used to monitor performance.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-037A

Cutoff: until no longer needed for agency business

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension is created to provider a shorter retention period for logs, to align with the state's minimum retention period - RW 12/10/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 12-Operations: The activity of maintaining the day-to-day usage of local government agency's buildings, vehicles, and equipment.

Category Code Level 3: ASM-12-001

Category Title: Maintenance History Documentation

Category Description (Description of activity): Records that document the maintenance history of King County facilities.

Category Notes (Examples of records in this category): Records may include, but are not limited to: maintenance performed, work orders, purchase orders, and copies of state and/or insurance companies inspection reports. Does not include maintenance that is considered major or regulated.

Rule Number (DAN): GS2012-040

Cutoff: Year End

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-039 and GS2012-031; Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, Construction Project Files; Pesticide application covered by GS50-18-43; Contracts and agreements covered in the Contracts/Agreements section; Financial records covered in the Financial Management section. Reminder: If a record serves multiple purposes (such as an

invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 12-

Category Code Level 3: ASM-12-002

Category Title: Asset Use Records

Category Description (Description of activity): Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency. Includes, but is not limited to: Energy usage measurements; Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports; Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.; Materials disbursement, supplies drawn from central stores, stores reports, etc.; Pit and quarry material control files. Excludes services (public utilities, transit, housing, etc.) covered in sector schedules. Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules. Note: Contracts, agreements and permits authorizing the use of the agency's assets are covered in the Contracts and Agreements section.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-045

Cutoff: Year End

Retention Period: 4 years

Cross Reference: Supersedes GS50-06E-03

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Council-Administration-(ALL) All Sections

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration

Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 14-

Category Code Level 3: ASM-14-001

Category Title: Inspections/Monitoring - Regulated/Non Environmental

Category Description (Description of activity): Records relating to non-environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific record series.

Category Notes (Examples of records in this category): Includes, but is not limited to: Airport self-inspections (14 CFR § 139.327); Underground storage tank (UST) inspections (40 CFR § 280.45); Excludes records covered more specifically in County General or Agency Specific Records Retention Schedules such as: Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044; Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037; Hazardous materials abatement/remediation covered by GS50-19-15; Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033; Inspections/monitoring of assets not owned by the agency but monitored by the agency in a regulatory capacity, which is covered in sector schedules. Note: Agencies may need to retain these records longer in order to comply with federal or state regulatory requirements.

Rule Number (DAN): GS2012-038

Cutoff: Year end and completion of any corrective actions, if necessary

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: INF-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-

Category Code Level 3: ASM-14-002

Category Title: Inspection/Monitoring Non-Regulated

Category Description (Description of activity): Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, where not required by regulatory agencies.

Category Notes (Examples of records in this category): Includes inspections/monitoring completed by agency staff and / or contractors. Includes structured and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc. May include, but is not limited to: temperature and humidity records; equipment functionality/safety checks (vehicle daily checks, etc); IT systems health monitoring (benchmarks, real-time performance logs, etc.)

Rule Number (DAN): GS2012-037

Cutoff: Inspection or monitoring completed and corrective actions taken, if necessary

Retention Period: 1 Year

Cross Reference: supersedes GS2010-010

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-001

Category Title: Open Space, Forest, Agricultural Classification Applications, Notices and Value Summaries

Category Description (Description of activity): Records document administration of programs in which real property is assessed according to "current use" rather than "highest and best use." Programs include public benefit rating system (PBRs); timber land; forest land; and farm and agricultural lands.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03B-03

Cutoff: Date use of property changed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-002

Category Title: Personal Property Valuation Documentation Files

Category Description (Description of activity): Includes specialized services, leased equipment, mobile homes and businesses with multiple locations. Documentation used for setting values for each account and supporting property affidavit record.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03C-03

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-003

Category Title: Valuation Change Orders

Category Description (Description of activity): Documents granting a requested change in assessed value of property.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03A-18

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-004

Category Title: Area Files

Category Description (Description of activity): Documentation of estimated

market value for the various types of property in each appraisal area.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03A-04

Cutoff: When superseded by new appraisal cycle

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-006

Category Title: Tax and Levy Certifications, Letters, Resolutions, and Calculations

Category Description (Description of activity): Records related to property taxes and excess levies, including certification that they comply with all applicable laws and regulations, resolutions authorizing the levy, letters regarding managing the levy, calculations of property taxes and levies for each tax district in the County.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03A-16

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: These records are not archival per the state records retention schedule, but they were appraised as archival by County Archivist Carol Shenk on 2/20/2014 - RW 3/11/2014.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 6 years after the cutoff date. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-007

Category Title: Cancellation and or Accounting Supplements

Category Description (Description of activity): Reports on change of valuation on taxable property used to revise assessment roll and to compile list valuation changes sent to Board of Equalization

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03A-07

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-008

Category Title: Destroyed Property - Adjustment Records

Category Description (Description of activity): Records document property owner's claim for reduction of assessment due to destruction of real or personal property or loss of value in a declared disaster area.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03A-08

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.

Category Code Level 3: ASR-01-012

Category Title: Personal Property Affidavits

Category Description (Description of activity): List of items used by a company to conduct business, e.g. furniture, fixtures, machinery, telephones, parts and supplies not intended for resale. Must be completed and filed annually for tax assessment.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03C-02

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: -Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: -

Category Code Level 3: ASR-01-014

Category Title: Real Property Record Cards and Reference Records

Category Description (Description of activity): Records collected by the Assessor's Office to document individual tax parcels in the county. Known as property record cards or property folios. Often includes photographs and drawings.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-03B-07

Cutoff: When superseded

Retention Period: 2 years

Cross Reference:**Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.**Category Code Level 2:** 01-**Category Code Level 3:** ASR-01-015**Category Title:** Assessed Value Appeal Files**Category Description (Description of activity):** Records that are used to document the decision to change the assessed value of real property and personal property in King County. Includes copies of case files from the Board of Appeals and Equalization, stipulation orders and other documentation.**Category Notes (Examples of records in this category):****Rule Number (DAN):** AS01-03A-18**Cutoff:** Year end**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.**Category Code Level 2:** 02-Board of Equalization: The activity of hearing appeals regarding the assessment of real and personal property**Category Code Level 3:** ASR-02-001**Category Title:** Board of Appeals and Equalization Case Files

Category Description (Description of activity): Records documenting the adjudicative proceedings of the King County Board of Appeals and Equalization. Includes hearings and quasi-judicial actions which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding where NO land use decision is being appealed.

Category Notes (Examples of records in this category): Includes, but is not limited to petition files related to: Changes to real and personal property valuations; denials of senior citizen/disabled persons exemptions; denials of home improvement exemptions; decisions regarding historic property; forest land classification determinations; current use determinations; destroyed property determinations; and claims for either real or personal property tax exemptions. Also may include: Appeals involving orders issued for violations of animal control laws; appeals of certain business license decisions; appeals of violations of minor zoning regulations; appeals of fire marshal decisions regarding fireworks permits; and Council authorized assessments for lake management districts. Record types may include: Case files, decisions/orders/rulings, minutes (if taken); Oral and written testimony, exhibits, etc.; Agendas, meeting/agenda packets (briefs, reference materials, etc.); Audio/visual recordings and transcripts of proceedings.

Rule Number (DAN): GS2011-173R1

Cutoff: Final disposition of case

Retention Period: 6 years

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 03-Maps and Abstracts: The activity of managing maps and abstracts used in the assessment of real and personal property

Category Code Level 3: ASR-03-001

Category Title: Segregation and Merger Log

Category Description (Description of activity): Record of real property that has had a parcel segregated from a larger piece of property or had two or more parcels merged into a single parcel.

Category Notes (Examples of records in this category):**Rule Number (DAN):** AS01-05-08**Cutoff:** When obsolete or superseded**Retention Period:** 2 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.**Category Code Level 2:** 03-Maps and Abstracts: The activity of managing maps and abstracts used in the assessment of real and personal property**Category Code Level 3:** ASR-03-003**Category Title:** Segregation and Merger Orders**Category Description (Description of activity):** Authorization to segregate or merge parcels of land.**Category Notes (Examples of records in this category):****Rule Number (DAN):** AS01-05-09**Cutoff:** Year end**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.**Category Code Level 2:** 04-Exemptions: The activity of managing exemptions in the

assessment of real and personal property

Category Code Level 3: ASR-04-001

Category Title: Remodeling Assessment Deferral

Category Description (Description of activity): Documents relating to requests for deferment of or exemptions for increased tax assessment due to remodeling and home improvements. Includes, but is not limited to: applications.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-04-01

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.

Category Code Level 2: 04-Exemptions: The activity of managing exemptions in the assessment of real and personal property

Category Code Level 3: ASR-04-002

Category Title: Senior Citizen Exemptions

Category Description (Description of activity): Record of property tax exemptions given to homeowners over the age of 60. Includes applications.

Category Notes (Examples of records in this category):

Rule Number (DAN): AS01-04-07

Cutoff: End of first tax year

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Category Code Level 1: AUD-Audit Management: The functions related to conducting

audits and studies that identify and recommend effective ways to improve county government.

Category Code Level 2: 01-Recordings: The activity of managing recorded documents.

Category Code Level 3: AUD-01-002

Category Title: Audit Supporting Materials

Category Description (Description of activity): Records used to respond to an internal/external audit of King County agencies program management. Includes, but is not restricted to: Copies of original source records; database printouts; correspondence; corrective action work plans; status reports; additional supporting documentation; other cumulative data on audit issues.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03F-01

Cutoff: Completion of audit, project monitoring, peer review and all corrective actions taken

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The State DAN for this rule is "destroy when obsolete or superseded". The King County Auditor keeps these records for 6 years after completion of audit. This record series is subject to peer review process every three years in the King County Auditor's Office. Records should be kept until this review is complete in the County Auditor's Office. For agencies subject of audit, this series should be kept 6 years after all corrective action is taken upon completion of the audit in order to ensure compliance with the County Auditor and correspond to the retention period for project files.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BDCC)
Business Development & Contract Compliance

Executive Services (Department of) -Finance and Business Operations-(DIR)
Director's Office

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Executive Services (Department of) -Human Resources-(COMP) Compensation
and Classification Services

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Risk Management-(ALL) All
Sections

Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Business and Finance Support-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.
Category Code Level 2: 01-Recordings: The activity of managing recorded documents.
<p>Category Code Level 3: AUD-01-003</p> <p>Category Title: Audit Reports and Findings</p> <p>Category Description (Description of activity): Final findings of audits conducted of County services, programs, or practices by the King County Auditor (or via contracted company acting on behalf of the County Auditor's Office), or by an outside auditing agency (State, Federal, Independent, etc.) Note: This category may encompass the significant drafts published at periodic intervals by the Auditor's Office.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-03F-02</p> <p>Cutoff: Audit report completed and all required corrective action taken</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p>

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS

Flood District-General-(ALL) All Sections

King County Council (IA)-County Auditor-(ALL) All Sections

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

King County Information Technology-Business and Finance Support-(ALL) All Sections

King County Information Technology-General-(ALL)

Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance

Public Health (Department of)-Director's Office-(ALL) All Sections

Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration

Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.

Category Code Level 2: 01-

Category Code Level 3: AUD-01-006

Category Title: Audit Reports and Findings - Triennial Review Audits

Category Description (Description of activity): Final reports related to the Federal Transit Administration (FTA) Triennial Review Audits, an audit required of grantees/recipients of Section 5307 Urbanized Areas Formula Grants, by the Federal Transit Administration. May include final report, as well as requests for action; audit findings if issued; documentation of actions taken in response to final report/finding.

Category Notes (Examples of records in this category):

Rule Number (DAN): TR50-31-41

Cutoff: Submittal or receipt of report and all corrective action taken, if necessary

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference U.S. Department of Transportation Post-Award Requirements for the Retention and Access to Records, 49 CFR 18 Subpart C Section 18.42. If any litigation, claim, or audit is started before the expiration of the 6-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. The retention period of this rule was raised from 3 years to 6 years to align with GS50-03F-02, based on recommendation the Records Management Program - RW 8/5/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Category Code Level 1: BUD-Budget Management: The functions related to budget

preparation, review, and management.

Category Code Level 2: 01-Budget: The activity of determining estimates of the county's future revenue and expenditures.

Category Code Level 3: BUD-01-001

Category Title: Budget Development Files

Category Description (Description of activity): Records that document activity of determining estimates of King County future revenue and expenditures. Records provide background for the departmental budget request.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-03

Cutoff: Budget Adopted

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period was raised from 2 years to 4 years based on requests from various agencies because of the shift to biennial budget cycle and the resulting need to keep these records longer - RW 7/28/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL)
All Sections

Community and Human Services (Department of)-Development Disabilities -
(ALL) All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All
Sections

Elections (Department of)-Operations-(ALL) All Sections

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All
Sections

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(DIR)
Director's Office

Executive Services (Department of) -Finance and Business Operations-(FM)
Financial Management

Executive Services (Department of) -Finance and Business Operations-(P&P)
Procurement and Payables

Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Information Technology-General-(ALL)
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PCO) Director's Office - Project Control Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS) Project Planning and Delivery - GIS/Modeling/Mapping
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.
Category Code Level 2: 01-Budget: The activity of determining estimates of the county's future revenue and expenditures.
Category Code Level 3: BUD-01-002 Category Title: Budget Status Reports Category Description (Description of activity): Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy. Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-06

Cutoff: Year end or until completion of State Auditor's examination report

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Council-Administration-(ALL) All Sections

King County Executive Office-Office of Labor Relations-(ALL) All Sections

King County Information Technology-Business and Finance Support-(ALL) All Sections

King County Information Technology-General-(ALL)

King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services

King County Information Technology-Operations-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Public Health (Department of)-Director's Office-(ALL) All Sections
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.
Category Code Level 2: 01-
Category Code Level 3: BUD-01-003 Category Title: Internal Service Fund - Rate Setting Category Description (Description of activity): Records related to setting rates for goods and services provided by FBOD to other County agencies on a cost-reimbursement basis. Category Notes (Examples of records in this category): Rule Number (DAN): GS2011-187

Cutoff: After rates superseded

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(DIR)
Director's Office

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.

Category Code Level 2: 01-

Category Code Level 3: BUD-01-004

Category Title: Final Budget

Category Description (Description of activity): Final budget plans adopted annually for the County. Includes budget allocations for projects, personnel and supporting program costs. Records are used for planning projects and for conducting historical analysis of departmental operation costs.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-08

Cutoff: Year end

Retention Period: Permanent - transfer one copy to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: One copy should be retained permanently by the clerk of the County Council and one copy should be retained permanently by the King County Archives. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: BUD-Budget Management: The functions related to budget

preparation, review, and management.

Category Code Level 2: 01-

Category Code Level 3: BUD-01-006

Category Title: Annual Estimate of Revenue and Expenditures

Category Description (Description of activity): Records documenting annual estimates of revenue and expenditures used for budget purposes.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-01

Cutoff: Budget adopted

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.

Category Code Level 2: 01-

Category Code Level 3: BUD-01-007

Category Title: Budget Forecast Reports

Category Description (Description of activity): Files are used to develop ad hoc financial reports and/or forecasts for specific activities and projects conducted by the agency. May include personnel reports, equipment usage cost, spreadsheets, correspondence, budget reports, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-04

Cutoff: Year end

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Natural Resources and Parks (Department of)-Water and Land Resources-(FA)
Finance and Administration

Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.

Category Code Level 2: 01-

Category Code Level 3: BUD-01-008

Category Title: Departmental Budget Requests

Category Description (Description of activity): Requests for budget items from other county agencies.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-07

Cutoff: Year end

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Category Code Level 1: -Budget Management: The functions related to budget preparation, review, and management.

Category Code Level 2: -

Category Code Level 3: BUD-01-009

Category Title: Budgetary Information and Revenue Forecasting

Category Description (Description of activity): All reports, records, and other documentation which the County Treasurer may produce for preparation of budget or monitoring of the County's General Fund revenues. This also includes any budget documents prepared by the Treasurer for his/her own office revenues and expenditures.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-03-03

Cutoff: Year end

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Category Code Level 1: -
Category Code Level 2: -
Category Code Level 3: CIP-01-001 Category Title: Capital Improvement Projects - Sewer and Water Systems - Phase 001 (Planning) Category Description (Description of activity): The activity of managing records related to the Planning Phase for DNRP-WTD Capital Improvement Projects. Category Notes (Examples of records in this category): Rule Number (DAN): UT55-06A-19 Cutoff: Life of facility Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12). Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Category Code Level 1: -
Category Code Level 2: -
Category Code Level 3: CIP-01-002 Category Title: Capital Improvement Projects - Sewer and Water Systems - Phase 002 (Preliminary Design) Category Description (Description of activity): The activity of managing records related to the Preliminary Design Phase for DNRP-WTD Capital Improvement Projects. Category Notes (Examples of records in this category): Rule Number (DAN): UT55-06A-19 Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU)
Project Planning and Delivery - Project Management Unit

Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central
Records Office

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: CIP-01-003

Category Title: Capital Improvement Projects - Sewer and Water Systems - Phase 003 (Final Design)

Category Description (Description of activity): The activity of managing records related to the Final Design Phase for DNRP-WTD Capital Improvement Projects.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-19

Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU)
Project Planning and Delivery - Project Management Unit

Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central
Records Office

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: CIP-01-004

Category Title: Capital Improvement Projects - Sewer and Water Systems - Phase 004 (Implementation)

Category Description (Description of activity): The activity of managing records related to the Implementation Phase for DNRP-WTD Capital Improvement Projects

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-19

Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU)
Project Planning and Delivery - Project Management Unit

Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central
Records Office

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: CIP-01-005

Category Title: Capital Improvement Projects - Sewer and Water Systems - Phase 005 (Closeout)

Category Description (Description of activity): The activity of managing records related to the Closeout Phase for DNRP-WTD Capital Improvement Projects.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-19

Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU)

Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Category Code Level 1: CIP-
Category Code Level 2: 01-
<p>Category Code Level 3: CIP-01-006</p> <p>Category Title: Capital Project Records - General</p> <p>Category Description (Description of activity): Records document the County's capital projects through the planning, preliminary design, final design, implementation and closeout process. Specific types of records may include RFP/RFQ for pre-design, selection materials, contracts, amendments, change orders, community outreach documentation, correspondence, plans, estimates, project schedules, meeting minutes, payment information, permit applications, briefing materials, photos, etc.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-18-10R1</p> <p>Cutoff: Completion of Project or Terms of Grant Agreement, Whichever is Later</p> <p>Retention Period: 10 years</p> <p>Cross Reference: supersedes GS50-13C-02</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from 6 years to 10 years. Based on feedback from Julie Blecha of the Washington State Archives on 10/30/2014, this rule is applicable to the project records for all capital projects, including Information Technology projects - RW 10/30/2014.</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.</p>
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS) Systems Development and Operations
Category Code Level 1: CIP-

Category Code Level 2: 01-**Category Code Level 3: CIP-01-007****Category Title:** Solid Waste Division CIP Projects

Category Description (Description of activity): Records documenting Solid Waste's capital projects through the planning, preliminary design, final design, implementation and closeout process. Documents are related to scope, schedule and budget. Records may include: Quality Assurance/Quality Control records Successful bid documents Temporary right-of-way, easements and permitting required for the duration of the project (does not include permanent easements, right-of-way or land acquisitions) Solicitation/Requests for Proposal or Qualification Negotiation Contract Change Orders/Amendment Resumes Affidavit of Publication Scope of Work Certificate of Insurance

Category Notes (Examples of records in this category):**Rule Number (DAN):** GS50-18-10R1**Cutoff:** Completion of Project or Terms of Grant Agreement, Whichever is Later**Retention Period:** 10 years**Cross Reference:** supersedes GS50-13C-02**Essential Record:** No**Rule Status:** Active

Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from 6 years to 10 years. Based on feedback from Julie Blecha of the Washington State Archives on 10/30/2014, this rule is applicable to the project records for all capital projects, including Information Technology projects - RW 10/30/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance

Category Code Level 1: CIP-**Category Code Level 2: 01-****Category Code Level 3: CIP-01-008**

Category Title: Solid Waste Division CIP Projects - Not Completed

Category Description (Description of activity): Records relating to the preliminary planning of the agency's capital construction projects where the project is not completed. Includes, but is not limited to: Preliminary drawings and specifications; Public meeting materials (handouts, comments, etc.); Communications between contractors, consultants, public, etc. Excludes project plans covered by records series in the Acquisition or Construction sections.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-041

Cutoff: Decision not to proceed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.

Category Code Level 3: CON-01-001

Category Title: Contracts, Agreements and Warranties

Category Description (Description of activity): Records that result from the activity of managing contracts and agreements entered into by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit. Includes all post-award records needed to interpret, modify or adjust, monitor, or further negotiate original contract, such as change orders, compliance monitoring, addendums or other official contract supporting documentation. Includes, but is not limited to: lease, escrow, and rental agreements; lending agreements (facility, equipment, vehicle, etc.); liability waivers (hold harmless, insurance, etc.); loan agreements (long-term debt, etc); master depository contract

(banking); personal service, client service, purchasing agreements; purchase and sales agreements (non-capital asset purchase only); vendor bonds; warranties.

Category Notes (Examples of records in this category): Excludes contracts and agreements covered elsewhere including, but not limited to: contracts and agreements relating to real property ownership and non-real property capital assets; public records transfer agreements: bond, grant, inter-local agreements and levy project contracts and agreements. Records used for the process of the development of contract, agreement, or warranty, such as preliminary negotiations, contract evaluations, correspondence, etc., should be filed under Project Files. Bids and Proposals should be filed under Bids and Proposals - Unsuccessful or Bids and Proposals - Successful categories.

Rule Number (DAN): GS50-01-11R3

Cutoff: Completion of transaction or termination/expiration of instrument.

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes contracts & agreements covered more specifically in CORE or sector schedules such as: Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); Other bond, grant and levy project contracts and agreements covered by GS2011-183; Public records transfer agreements with Washington State Archives covered by GS2010-021. The cutoff date has been amended to allow for the release of any performance bonds/insurance and/or the completion of a federal audit before the contract is terminated. Description and title updated per CORE Revision 2.2 (CO 12/21/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections

Assessments (Department of)-General-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Community Services -(BRD) Advisory Council on Aging and Disability Services
Community and Human Services (Department of)-Community Services -(BRD) Regional Human Services Citizen Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Advisory Board
Community and Human Services (Department of)-Community Services -(BRD) Veterans Citizens Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Women's Advisory Board
Community and Human Services (Department of)-Development Disabilities - (ALL) All Sections
Community and Human Services (Department of)-Development Disabilities - (BRD) Board for Developmental Disabilities
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Community and Human Services (Department of)-Director's Office-Human Resources
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Health Advisory Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight Committee
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
DES-FBOD-(DIR-HR) Human Resources
DES-RALS-(AST) Advanced Search Testing
Elections (Department of)-Ballot Processing-(ALL) All Sections

Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) - Business Resource Center-(ABT) Accountable Business Transformation
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(BRD) Deferred Compensation Board
Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee
Executive Services (Department of) -Finance and Business Operations-(DIR)

Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(CSS) Career Support Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(E&R) Employment and Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(EH&WELL) Employee Health and Well Being
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) EEO/AA Advisory Committee
Executive Services (Department of) -Office of Civil Rights & Open Government- (ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections

Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-District 1-(FERGUSON) Bob Ferguson
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-Communications and Marketing-(ALL) All Sections

King County Information Technology-eGovernment-(ALL) All Sections
King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-General-(ALL)
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Projects-(ITP) Information Technology Projects
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DES) DES Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-IT Governance-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Operations-(ALL) All Sections

King County Information Technology-Project Management Office-(ALL) All Sections
King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
King County Information Technology-Strategy and Architecture-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight Board
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PCO) Director's Office - Project Control Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-GIS) GIS Access
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS) Project Planning and Delivery - GIS/Modeling/Mapping
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM)

Resource Recovery - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ENER) Resource Recovery - Energy
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC) Resource Recovery - Technology Assessment
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration

Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Defense (Department of)-General-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(BRD) Plumbing Board of Appeals
Public Health (Department of)-Environmental Health Services Division-(BRD)

Water System Review Board
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(BRD) International Airport Roundtable
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Road Services-(ENGR) Engineering

Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(GMO) General Manager's Office - Regional Fare Coordination
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(RAIL)
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SD) Service Development
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS) Systems Development and Operations
Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.
Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.
<p>Category Code Level 3: CON-01-002</p> <p>Category Title: Procurement Contracts</p> <p>Category Description (Description of activity): Records relating to the process of developing procurement contracts which provide the agency with goods, services, revenue or other benefits, including both successful and unsuccessful contracts. Includes, but is not limited to: requests for proposals (RFP), requests for bids, requests for qualifications/quotations (RFQQ), notices, evaluations, applications, contractor rosters, and requisitions.</p> <p>Category Notes (Examples of records in this category): This category does not include Emergency Purchase Authorization Contracts they should be stored in the</p>

Emergency Purchase Authorization and Exception Request Category.

Rule Number (DAN): Combo Rule CON-01-002

Cutoff: Termination of contract, release of performance bonds/insurance, and after completion of federal audit if applicable

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(P&P)
Procurement and Payables

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.

Category Code Level 3: CON-01-003

Category Title: Building and Construction Contracts

Category Description (Description of activity): Records that document the activity of managing the procurement process relating to construction projects.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-11R3A

Cutoff: Termination or expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Explanation of cutoff date: Contract termination is the date the county officially takes ownership of the land and/or building. This date is determined by the agency and their attorney. Factors such as release of performance bond and environmental permit monitoring should be considered when determining the cutoff date of the contract. Explanation of retention period: The retention period of 6 years for contracts has been extended from the minimum to 10 years.

Reference RCW4.16.020 (1).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.

Category Code Level 3: CON-01-004

Category Title: Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements

Category Description (Description of activity): Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit. This category is specific to interlocal agreements (ILA) between the county and other public agencies in the interest of cooperatively sharing resources for mutual benefit. Also includes Memorandums of Understanding (MOU) and Service Level Agreements (SLA) that document services provided to external agencies.

Category Notes (Examples of records in this category): Per RCW 39.34.040, a copy of each of the county's interlocal agreements must either be filed with the King County Recorder's Office or sent to DES / RALS / Archives, Records Management and Mail Services for publishing on the internet. This should happen before the agreement has been entered into force.

Rule Number (DAN): GS50-01-11R3B

Cutoff: Termination or expiration of instrument

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule with a "B" extension was created to provide a different archival designation for these types of agreements as requested by Carol Shenk, King County Archivist - RW 6/6/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Executive Services (Department of) -Human Resources-(COMP) Compensation

and Classification Services
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: -
Category Code Level 2: -
Category Code Level 3: CON-01-005 Category Title: Contracts - Sewer and Water System Capital Improvement Projects Category Description (Description of activity): Records related to the administration of Capital Improvement Project (CIP) contracts originating in DNRP-WTD.

Category Notes (Examples of records in this category): Includes but is not limited to: RFP and responses, NOS, NTP, KC IND estimates, consultant proposals, original contract, amendments, progress payments, contract EV, contract closeout.

Rule Number (DAN): UT55-06A-19

Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC)
Project Planning and Delivery - South Satellite Construction

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM)
Resource Recovery - Administration

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO)
Resource Recovery - Biosolids

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ENER)
Resource Recovery - Energy

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW)
Resource Recovery - Reclaimed Water

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC)
Resource Recovery - Technology Assessment

Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central
Records Office

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-

Category Code Level 3: CON-01-007

Category Title: Certification Provided by Agency - Approved

Category Description (Description of activity): Records that document the process of certification for the Small Contractors and Suppliers program. This program provides certification for companies desiring to do business with King County and other local government agencies. Records include but are not limited to: Applications from small business owners; Letters of acceptance; Re-certification

reminders, i.e., notices sent 90 days prior to date of 5-year recertification requirement; Training completion records; Appeals/protests and related correspondence; Decision by PAO re: appeal or protest; Requests to update information in the SCS Directory (in BRED CARTS database).

Category Notes (Examples of records in this category):

Rule Number (DAN): LP50-12D-12

Cutoff: Expiration of license

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BDCC)
Business Development & Contract Compliance

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-

Category Code Level 3: CON-01-008

Category Title: Certification Provided by Agency - Denied

Category Description (Description of activity): Records that document denied/unsuccessful applications for certification by the Small Contractors and Suppliers program. This program provides certification for companies desiring to do business with King County and other local government agencies. Records include but are not limited to: Applications from small business owners; Letters of denial; Appeals/protests and related correspondence.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-09R1

Cutoff: End of year in which the issue was resolved

Retention Period: 3 Years

Cross Reference: Currently a part of Combo Rule ACO-01-002

Essential Record: No

Rule Status: Active

Rule Remarks: The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BDCC)
Business Development & Contract Compliance

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-

Category Code Level 3: CON-01-009

Category Title: Bids and Proposals - Unsuccessful

Category Description (Description of activity): Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications, etc. If agency decides not to proceed with purchase or agreement, records also include: request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc. Excludes successful bids and proposals covered by GS50-08A-01. Excludes executed contracts and agreements covered in the Contracts/Agreements section.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-08A-11R1

Cutoff: Year end

Retention Period: 4 years

Cross Reference: also in Combo Rule CON-01-002

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(P&P)
Procurement and Payables

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Executive Services (Department of) -Office of Risk Management-(ALL) All
Sections

King County Council-Administration-(ALL) All Sections

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

King County Information Technology-Business and Finance Support-(ALL) All
Sections

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.
Category Code Level 2: 01-
Category Code Level 3: CON-01-010 Category Title: Contracts and Agreements - Capital Assets (Non-Real Property) Category Description (Description of activity): Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, but do not establish, alter, or abolish real property ownership. Includes negotiations, change orders, compliance monitoring, etc. Includes, but is not limited to: purchase and sales agreements (non-real property only), bond, grant and levy project contracts/agreements (non-real property only); building construction and improvements; rights-of-way and/or easements granted to the agency and franchises granted to the agency.

Category Notes (Examples of records in this category):**Rule Number (DAN):** GS2011-169R1**Cutoff:** Completion of transaction or termination/expiration of instrument or disposition of asset (if asset is owned by the agency), whichever is later**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes contracts/agreements covered elsewhere in the CORE (and/or other current, approved records retention schedules) including, but not limited to: Bond, grant and levy (real property) project contracts/agreements covered by GS53-02-08 GS55-05A-06; rights-of-way/easements granted by the agency, which are covered by GS2011-170 GS55-05A-06, franchises granted by the agency, which are covered by GS50-05A-10.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.**Category Code Level 2:** 01-**Category Code Level 3:** CON-01-011**Category Title:** Bids and Proposals - Successful**Category Description (Description of activity):** Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which are accepted by the agency. Includes, but is not limited to: Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; Notices (filed with county clerk, newspaper, etc.); Bid proposals, evaluation documents, statements of qualification, applications, etc. Excludes contracts and agreements covered in the Contracts/Agreements section. Excludes unsuccessful bid proposals covered by GS50-08A-11.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-08A-01R1**Cutoff:** Completion of purchase or fulfillment of contract**Retention Period:** 6 years**Cross Reference:** Combo Rule CON-01-002**Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:**

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Information Technology-Business and Finance Support-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC) Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 02-Inmates: The activites related to inmates including:

discipline, movement, security and control, property and health management.

Category Code Level 3: DET-02-010

Category Title: Inmate Requests (Kites)

Category Description (Description of activity): Records that document the activity of managing general inmate requests. Requests may be for sick call, non-prescription medication, personal care items, correspondence, mailing, staff, academic, religious, vocational interviews and other general inmate requests.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE15-01-26R1

Cutoff: Date of request

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (DJA), Customer Information & Assistance (CIA)

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 05-Inmate Health Information Management: The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental and psychiatric records.

Category Code Level 3: DET-05-001

Category Title: Client Medical Records - Inmates, Under Age 18

Category Description (Description of activity): Records documenting the provisions of health-related services or surveillance to juvenile inmates on an individual basis. Includes, but is not limited to: Screening and history information; information about medical encounters with health care providers; notes and correspondence relating to patient; laboratory and test results.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-034R1

Cutoff: Patient attains age 18.

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period was raised to 10 years from the state's

minimum of 8 years to align with RCW 70.41.190, which requires that hospitals retain medical records for 10 years after most recent discharge and because all of DPH's health records are commingled. The 10-year retention has been used by Public Health since at least 1989, and is a long standing community standard. Retention period change requested by Teri Wiseman-Kuhlman - RW 4/20/2015.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 05-

Category Code Level 3: DET-05-002

Category Title: Client Medical Records - Inmates, Age 18 and Over

Category Description (Description of activity): Records relating to the provision of health-related services or surveillance for adult inmates on an individual basis. Includes, but is not limited to: Screening and history information; Information about medical encounters with health care providers; Notes and correspondence related to the patient; Laboratory and test results; Diagnostic images (such as x-rays, MRIs or CAT scans).

Category Notes (Examples of records in this category): Excludes records pertaining to inmate health which are part of the Inmate Custody File. Excludes health records for inmates under the age of 18.

Rule Number (DAN): LE15-01-25R2

Cutoff: provision of health-related services

Retention Period: 10 years

Cross Reference: HE55-01B-01B

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period was raised to 10 years from the state's minimum of 8 years to align with RCW 70.41.190, which requires that hospitals retain medical records for 10 years after most recent discharge and because all of DPH's health records are commingled. The 10-year retention has been used by Public Health since at least 1989, and is a long standing community standard. Retention period change requested by Teri Wiseman-Kuhlman - RW 4/20/2015.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 06-Inmate Movement: The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facilities.

Category Code Level 3: DET-06-001

Category Title: Activity Logs (Floor/Block/Unit)

Category Description (Description of activity): Logs documenting inmate activity and/or movement on each floor, block or unit. Includes, but is not limited to: Departure to/return from classes or programs and phone use.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE15-01-15R1

Cutoff: Date of log entry

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 06-Inmate Movement: The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facilities.

Category Code Level 3: DET-06-002

Category Title: Extraditions

Category Description (Description of activity): Records relating to agency planning and coordination of inmate extraditions to out-of-state detention facilities.

Category Notes (Examples of records in this category): Excludes extradition documents which are part of Inmate Custody File covered by categories DET-07-001, DET-07-002 and DET-07-003.

Rule Number (DAN): LE22-01-03R2

Cutoff: Date extradition fulfilled, cancelled, or expired

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.**Category Code Level 2:** 06-Inmate Movement: The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facilities.**Category Code Level 3:** DET-06-003**Category Title:** Facility Registers**Category Description (Description of activity):** Facility registers created in accordance with RCW 70.48.100, documenting summary information about inmates as they are admitted into, transferred between, or released from corrections facilities.**Category Notes (Examples of records in this category):****Rule Number (DAN):** LE15-01-30R1**Cutoff:** End of year**Retention Period:** Permanent - transfer to the King County Archives 2 years after cutoff date**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:****Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All SectionsAdult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections**Category Code Level 1:** DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.**Category Code Level 2:** 06-Inmate Movement: The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facilities.**Category Code Level 3:** DET-06-005**Category Title:** Release Recaps**Category Description (Description of activity):** Chronological listings of all

inmates released from incarceration the previous day.

Category Notes (Examples of records in this category): Excludes Local Jail Reports covered by DET-06-004.

Rule Number (DAN): LE15-01-47R2

Cutoff: Life of the agency

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 06-Inmate Movement: The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facilities.

Category Code Level 3: DET-06-007

Category Title: Transfer of Custody

Category Description (Description of activity): Records relating to agency planning and coordination of transportation for inmates into another agency's custody.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-037

Cutoff: Date transport fulfilled or cancelled

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult

and juvenile detention, release, and associated services.

Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

Category Code Level 3: DET-07-001

Category Title: Inmate Custody Files (Adult)

Category Description (Description of activity): Records documenting the custody of inmates age 18 and over. Includes, but is not limited to documentation relating to: Admittance, booking and transfer; background data and history; Classification (change requests, reviews, hearings, etc.); Involvement in inmate programming; infractions and disciplinary hearings; release and community corrections (probation, parole, etc.); Legal (court records, extradition authorization, victim notification forms, etc.).

Category Notes (Examples of records in this category):

Rule Number (DAN): LE15-01-40R1

Cutoff: Termination of incarceration

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All
Sections

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All
Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

Category Code Level 3: DET-07-002

Category Title: Inmate Custody Files (Juvenile)

Category Description (Description of activity): Records documenting the custody of inmates under age 18. Includes "Childcare" records. Includes, but is not limited to documentation relating to: Admittance, booking and transfer; background data

and history; Classification (change requests, reviews, hearings, etc.); Involvement in inmate programming; infractions and disciplinary hearings; release and community corrections (probation, parole, etc.); Legal (court records, extradition authorization, victim notification forms, etc.).

Category Notes (Examples of records in this category): Records should be organized by year of birth for juvenile inmates. When entered into KC ERMS, the cutoff date should be December 31st of the year in which juvenile inmate turns age 18.

Rule Number (DAN): LE2010-038

Cutoff: Age 18

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retention is 5 years after subject attains age 18 and 6 years after termination of incarceration. To simplify filing and retention the cutoff date (date to start counting the retention period) is age 18. The result of the simplification is that some records will be retained an extra year.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

Category Code Level 3: DET-07-006

Category Title: Grievances - Inmate (Age 18 and Over)

Category Description (Description of activity): Records relating to formal complaints and/or allegations received from inmates age 18 and over, and the agency's response. Includes, but is not limited to: Allegation documentation; actions taken in response to allegations; documentation of inmate injuries; grievances (incident reports, investigations, etc.).

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-040R2

Cutoff: Resolution of grievance

Retention Period: 6 years

Cross Reference:**Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes: Juvenile offender/inmate grievances covered by LE2010-041; Prison Rape Elimination Act (PREA) accusations/investigations covered by LE2015-003; Employee misconduct investigations. See the Investigation - Internal Review section.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.**Category Code Level 2:** 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.**Category Code Level 3:** DET-07-010**Category Title:** Pass-On and Surveillance Logs**Category Description (Description of activity):** Logs relating to monitoring of specific inmates and/or the provision of information regarding incidents, inmates or events for agency personnel.**Category Notes (Examples of records in this category):****Rule Number (DAN):** LE14-01-29R2**Cutoff:** Date of final entry**Retention Period:** 3 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: DET-Detention Management: The functions related to adult

and juvenile detention, release, and associated services.

Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

Category Code Level 3: DET-07-011

Category Title: Population Counts (Inmate)

Category Description (Description of activity): Records documenting inmate population demographics, counts, or assignments. Includes but is not limited to: bed and housing assignments; population census and reports; tank rosters.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE15-01-39R1

Cutoff: Date of report or last entry

Retention Period: 3 Years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All
Sections

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

Category Code Level 3: DET-07-017

Category Title: Requests (Inmate)

Category Description (Description of activity): Records relating to inmate requests for items or services. Includes, but is not limited to: medical or pharmacy services; commissary services; access or service programs (including applications for admission into community corrections programs).

Category Notes (Examples of records in this category):**Rule Number (DAN):** LE15-01-26R1**Cutoff:** Date of request**Retention Period:** 3 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Judicial Administration (DJA), Customer Information & Assistance (CIA)

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.**Category Code Level 2:** 08-Community Corrections: The activity of authorizing and monitoring inmates who participate in community corrections programs.**Category Code Level 3:** DET-08-001**Category Title:** Earnings Disposition**Category Description (Description of activity):** Records relating to payroll deductions and disbursements of inmate earnings in accordance with RCW 72.65.050.**Category Notes (Examples of records in this category):****Rule Number (DAN):** LE2010-045**Cutoff:** Termination of incarceration**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections**Category Code Level 1:** DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.**Category Code Level 2:** 08-Community Corrections: The activity of authorizing and monitoring inmates who participate in community corrections programs.**Category Code Level 3:** DET-08-002**Category Title:** Work Release Logs

Category Description (Description of activity): Logs documenting orders, directions, and other information to coordinate community corrections shift activity among agency personnel.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE15-01-67R2

Cutoff: Conclusion of work activity

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All
Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 01-Boundaries: The activity of managing electoral boundaries.

Category Code Level 3: ELE-01-001

Category Title: District and Precinct Boundaries - Final

Category Description (Description of activity): Records documenting the boundaries of districts and precincts, including (but not limited to) legal descriptions and maps.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-17

Cutoff: When obsolete or superseded

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Director's Office-(DIR) Director's Office
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 02-Candidates: The activity of managing the documentation around electoral candidates.
Category Code Level 3: ELE-02-001 Category Title: Candidate Filing Records Category Description (Description of activity): Records relating to candidate filing including, but not limited to: declarations of candidacy; nomination petitions; and withdrawals of candidacy. Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03C-15 Cutoff: Close of filing Retention Period: 6 months Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: RCW 29A.20.010 Archival Status: Potentially Archival - Appraisal Required Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 02-Candidates: The activity of managing the documentation around electoral candidates.
Category Code Level 3: ELE-02-002 Category Title: Filing Receipts/Filing Fee Petitions Category Description (Description of activity): Records documenting fees paid by candidates to be placed on the ballot or petitions rendered in lieu of a filing fee. Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03C-25 Cutoff: Close of filing Retention Period: 6 years Cross Reference: Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 02-Candidates: The activity of managing the documentation around electoral candidates.

Category Code Level 3: ELE-02-003

Category Title: Public Disclosure Statements

Category Description (Description of activity): Candidate statement filed by candidates, campaigns, and political action committees.

Category Notes (Examples of records in this category): Statement also filed with the Public Disclosure Commission in accordance with RCW 42.17.080.

Rule Number (DAN): AU52-03C-42

Cutoff: Close of filing

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Operations-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-001

Category Title: Ballots-Unissued or Undeliverable

Category Description (Description of activity): Unissued ballots and undeliverable balloting packets for all elections.

Category Notes (Examples of records in this category): The outer mailing envelopes marked by the postal service as undeliverable are covered by AU52-03C-65.

Rule Number (DAN): AU52-03C-70

Cutoff: Official certification of election

Retention Period: 10 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: RCW 29A.68. 011

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-002

Category Title: Voting System Acceptance Testing Documents

Category Description (Description of activity): Includes all legally required official test documents, records indicating corrective action, and voting equipment verification.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-77

Cutoff: Voting system is discontinued

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Director's Office-(DIR) Director's Office

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-003

Category Title: Federal Elections Administrative Records

Category Description (Description of activity): This category surrounds the function of internal administration of a federal election and includes but is not limited to: voted ballots of any kind and records that document the organization,

operations and inspections of and challenges to the voting process.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-72

Cutoff: Date of election

Retention Period: 22 months

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: 42 USC 1974, WAC 434-219-330, WAC 434-262-200

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Ballot Processing-(ALL) All Sections

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-004

Category Title: Non Federal Elections Administrative Records

Category Description (Description of activity): This category encompasses the functions of holding a non-federal election and contains records that document the internal administration of each non-federal election. It includes, but is not limited to: records that document the organization, operations, inspections of and challenges to the voting process and voted ballots of any kind.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-73

Cutoff: Date of certification

Retention Period: 60 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: WAC 434-262-200

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Ballot Processing-(ALL) All Sections

Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-005

Category Title: Official Results Records - Federal

Category Description (Description of activity): Official documentation and published notices concerning the initiation and outcome of each federal election. Including but not limited to: Canvassing board records, certification records, district resolutions, official abstracts for the votes that were tabulated, sample ballots, voters' pamphlets.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-74

Cutoff: Date of election

Retention Period: Permanent - transfer to the King County Archives 22 months after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: WAC 434-262-200

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 22 months after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Ballot Processing-(ALL) All Sections

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Operations-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-006

Category Title: Official Results Records - Non Federal

Category Description (Description of activity): Official documentation and published notices concerning the initiation and outcome of each non-federal election. Includes, but is not limited to: canvassing board records; certification

records; district resolutions; official abstracts of the votes that were tabulated; sample ballots; and voter's pamphlets.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-75

Cutoff: Date of certification

Retention Period: Permanent - transfer to the King County Archives 60 days after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: WAC 434-262-200

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 60 days after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Ballot Processing-(ALL) All Sections

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Operations-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-007

Category Title: Recall of Elected Officials - Insufficient

Category Description (Description of activity): Records relating to the processing of a recall where requisite number of signatures is not sufficient. Includes, but is not limited to: petitions.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-76

Cutoff: Conclusion of count

Retention Period: 30 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: RCW 29A.56.230

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
Category Code Level 3: ELE-03-008 Category Title: Recall of Elected Officials - Sufficient Category Description (Description of activity): Records relating to the processing of a recall where requisite number of signatures is sufficient. Includes, but is not limited to: petitions. Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03C-34 Cutoff: Determination of sufficiency Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Potentially Archival - Appraisal Required Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
Category Code Level 3: ELE-03-009 Category Title: Statistical Records Required by Federal Elections Commission Category Description (Description of activity): Includes registration, voting, and file maintenance activity required for biennial reporting. Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03C-55 Cutoff: Issuance of final report Retention Period: 24 months Cross Reference: Essential Record: No

Rule Status: Active
Rule Remarks: 42 USC 1973
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Ballot Processing-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-

Category Code Level 3: ELE-03-010
Category Title: Security Envelopes
Category Description (Description of activity): All security envelopes as defined by RCW 29A.40.091.
Category Notes (Examples of records in this category): Note: Affidavit envelopes are covered by DAN AU52-03C-72 or AU52-03C-73. See: RCW 29A.68.011.
Rule Number (DAN): AU52-03C-80
Cutoff: Official certification of election
Retention Period: 10 days
Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Ballot Processing-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-

Category Code Level 3: ELE-03-011
Category Title: Initiative, Referenda and Recall Measures - Administration
Category Description (Description of activity): Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency. Includes, but is not limited to, initiative, referenda, and recall measures: Passed by voters; Rejected by voters; Where requisite number of signatures is not sufficient to place on ballot. Records include, but are not limited to: Petitions signed by citizens; Outreach, voter pamphlet input; Planning files, legal opinions; Related communications.
Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-021

Cutoff: Certification of election or determination of signature insufficiency

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes elections records covered by GS2012-018, GS2012-019, and GS2012-020.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-

Category Code Level 3: ELE-03-012

Category Title: Initiative, Reference and Recall Measures - Ballots

Category Description (Description of activity): Voted ballots and other records (including voter eligibility, challenges to voter eligibility and tally sheets) relating to administration of elections held by the County Council.

Category Notes (Examples of records in this category): Excludes other records related to the planning and administration of the elections (see category ELE-03-011). Excludes elections conducted by King County Elections Department.

Rule Number (DAN): GS2012-020

Cutoff: Certification of election

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and

documenting voter registration.

Category Code Level 3: ELE-04-001

Category Title: Voter Registration - Non State Voter Registration Database (Non-VRDB)

Category Description (Description of activity): Records relating to the registering of voters where the record has not been submitted to the Office of the Secretary of State for inclusion in the VRDB. Includes, but is not limited to: Bound register of voters, original registration cards, voter registration name and address change, and voter registration totals.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-33

Cutoff: Last federal election in which voter was eligible to vote

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: 42 USC 1973

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-002

Category Title: Voter Status Change, Verification Notices and Confirmations

Category Description (Description of activity): All records generated in the course of producing acknowledgment notices, confirmation mailings, verification or any other confirmation of voter status, and notices returned to election offices by registrants responding to verification or confirmation. Includes database records and logs that show audit trail of changes to voter status and data source initiating the change. Does not include change of address records.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-65

Cutoff: Date of document

Retention Period: 3 years

Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks: 42 USC 1973, 42 USC 1974
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-003
Category Title: Challenges to Voter Registration
Category Description (Description of activity): Records relating to voter registration challenges.
Category Notes (Examples of records in this category):
Rule Number (DAN): AU52-03C-11
Cutoff: Challenge resolved
Retention Period: 6 years
Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-004
Category Title: Voter Registration - State Voter Registration Database (VRDB)
Category Description (Description of activity): Records relating to the registering of voters where the record is also held by the Office of the Secretary of State as part of the VRDB. Includes but is not limited to: original registration cards, voter registration totals.
Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-27

Cutoff: When obsolete or superseded

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-005

Category Title: Voter Party Affiliation - Presidential Primaries

Category Description (Description of activity): Party affiliation data within the voter registration record. For presidential primaries only.

Category Notes (Examples of records in this category): For all other records pertaining to party affiliation use AU52-03C-72, Election Administration Records - Federal.

Rule Number (DAN): AU52-03C-78

Cutoff: Certification of presidential primary by Secretary of State

Retention Period: 60 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: RCW 29A.56.050, WAC 434-219-330

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial

records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-001

Category Title: General Office Accounting

Category Description (Description of activity): Originals and copies of office accounting records, including documentation of accounts payable and accounts receivable activities. Records may include but are not limited to: receipts, vouchers, accounts payable/accounts receivable supporting documents, cash account documentation, petty cash records, purchase/field orders, p-card records and general/subsidiary journals.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule FIN-01-001

Cutoff: Year End

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All
Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Assessments (Department of)-General-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL)
All Sections

Community and Human Services (Department of)-Community Services -(BRD)
Advisory Council on Aging and Disability Services

Community and Human Services (Department of)-Community Services -(BRD)
Regional Human Services Citizen Oversight Board

Community and Human Services (Department of)-Community Services -(BRD)
Veterans Advisory Board

Community and Human Services (Department of)-Community Services -(BRD) Veterans Citizens Oversight Board
Community and Human Services (Department of)-Community Services -(BRD) Women's Advisory Board
Community and Human Services (Department of)-Development Disabilities - (ALL) All Sections
Community and Human Services (Department of)-Development Disabilities - (BRD) Board for Developmental Disabilities
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Community and Human Services (Department of)-Director's Office-Human Resources
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Alcoholism and Substance Abuse Administrative Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Health Advisory Board
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(BRD) Mental Illness and Drug Dependency Oversight Committee
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) - Business Resource Center-(ABT) Accountable Business Transformation
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections

Executive Services (Department of) -Board of Ethics-(BRD) Board of Ethics
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(BRD) Deferred Compensation Board
Executive Services (Department of) -Finance and Business Operations-(BRD) Employee Giving Campaign Committee
Executive Services (Department of) -Finance and Business Operations-(BRD) Investment Pool Advisory Committee
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO)

Treasury Operations
Executive Services (Department of) -Human Resources-(BRD) Civil Service Commission
Executive Services (Department of) -Human Resources-(BRD) Personnel Board
Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(CSS) Career Support Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(E&R) Employment and Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(EH&WELL) Employee Health and Well Being
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) Civil Rights Commission
Executive Services (Department of) -Office of Civil Rights & Open Government - (BRD) EEO/AA Advisory Committee
Executive Services (Department of) -Office of Civil Rights & Open Government- (ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(BRD) Emergency Management Advisory Committee
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(BRD) Seattle/King County Taxicab Advisory Commission
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS
Flood District-General-(ALL) All Sections
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(BRD) Board of Appeals and Equalization
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-District 1-(FERGUSON) Bob Ferguson
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints

King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Executive Office-Planning, Strategy, and Budget-(BRD) Landmarks Commission
King County Executive Office-Planning, Strategy, and Budget-(DIR) Director's Office
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Information Technology-Chief Information Officer-(ALL) All Sections
King County Information Technology-Civic Television Citizens Advisory Committee (BRD) Civic Television Citizens Advisory Committee
King County Information Technology-Communications and Marketing-(ALL) All Sections
King County Information Technology-eGovernment-(ALL) All Sections
King County Information Technology-Enterprise Business Continuity-(ALL) All Sections
King County Information Technology-General-(ALL)
King County Information Technology-Human Resources-(ALL) All Sections
King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Projects-(ITP) Information Technology Projects
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support

King County Information Technology-Information Technology Service Delivery Managers-(DES) DES Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Information Technology-IT Governance-(ALL) All Sections
King County Information Technology-Operations and Business Solutions-(EAS) Enterprise Application Services
King County Information Technology-Operations-(ALL) All Sections
King County Information Technology-Project Management Office-(ALL) All Sections
King County Information Technology-Regional Communications Board-(BRD) Regional Communications Board
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
King County Information Technology-Strategy and Architecture-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget &

Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(BRD) Parks Levy Oversight Board
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste-(BRD) Solid Waste Advisory Committee
Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(BRD) Brightwater Air Quality Board
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-Admin) Director's Office - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-GOVREL) Director's Office - Government Relations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PCO) Director's Office - Project Control Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-GIS) GIS Access
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ENG) Project Planning and Delivery - Engineering
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-ESC)

Project Planning and Delivery - East Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS) Project Planning and Delivery - GIS/Modeling/Mapping
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-NSJ) Project Planning and Delivery - North Satellite - Jameson Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PMU) Project Planning and Delivery - Project Management Unit
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-SSC) Project Planning and Delivery - South Satellite Construction
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM) Resource Recovery - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ENER) Resource Recovery - Energy
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC) Resource Recovery - Technology Assessment
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Natural Resources and Parks (Department of)-Wastewater Treatment-CIP Central Records Office
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Agriculture Commission

Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Conservation Futures Citizen Oversight Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Noxious Weed Control Board
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Patterson Creek Citizen's Advisory Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Rural Forest Commission
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Snoqualmie Watershed Forum
Natural Resources and Parks (Department of)-Water and Land Resources-(BRD) Vashon-Maury Island Groundwater Protection Committee
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-Director's Office-(BRD) Fire Code Advisory and Appeals Board
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Defense (Department of)-General-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Community Health Services Division-(PHARM)

Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Director's Office-(BRD) Board of Health
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(BRD) Plumbing Board of Appeals
Public Health (Department of)-Environmental Health Services Division-(BRD) Water System Review Board
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(BRD) Seattle Transitional Grant Area HIV Planning Council
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(BRD) International Airport Roundtable

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(BRD) Transit Advisory Commission
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(BRD) Transportation Concurrency Expert Review Panel
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(GMO) General Manager's Office - Regional Fare Coordination
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(RAIL)
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SD) Service Development
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS) Systems Development and Operations
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-002

Category Title: Accounts Payable

Category Description (Description of activity): A combination rule for accounts payable and supporting documents. Includes vouchers, voucher registers, and warrants. Also includes subsidiary ledgers. May include backup documentation for interfund transfers.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-184R2

Cutoff: Year end

Retention Period: 6 years

Cross Reference: Supersedes combo Rule FIN-01-012. Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM-AP)
Financial Management - Accounts Payable

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-003

Category Title: Cash and Banking

Category Description (Description of activity): Records that document the activities around the cash and banking functions in the county. Records may include but are not limited to: cash account supporting documents, petty cash receipts, cash receipts and transmittals, cash books and deposit slips, warrant/check registers, and cancelled/substitute checks.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule FIN-01-003

Cutoff: Year end

Retention Period: 6 years

Cross Reference: This rule is a combination of rules: GS2011-183, GS2011-184,

GS2011-185, CT01-06-05, CT01-06-06, CT01-06-08, CT01-06-09, CT01-09-05

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to category FIN-01-003.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM)
Financial Management

Executive Services (Department of) -Finance and Business Operations-(FM-AP)
Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(FM-AR)
Accounts Receivable and Collection Enforcement

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-004

Category Title: Collections Files

Category Description (Description of activity): Documents efforts to collect payment on outstanding invoices, or on checks returned because of insufficient funds. May include past due statements, penalty calculations, copies of invoices, correspondence, logs of collections, actions, write off lists, and supporting documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03B-14R2

Cutoff: Issue resolved

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-005</p> <p>Category Title: Financial Reporting</p> <p>Category Description (Description of activity): Includes, but is not limited to: benefits, insurance and medical reports. Encompasses all reports from accounting systems in the county including financial statements, payroll reports and copies of CAFRs (Comprehensive Annual Financial Reports).</p> <p>Category Notes (Examples of records in this category): Excludes final copy of Comprehensive Annual Financial Report (CAFR), category FIN-01-010.</p> <p>Rule Number (DAN): GS2011-184R2</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference: Supersedes combo Rule FIN-01-012. Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p>

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-006</p> <p>Category Title: General Ledger</p> <p>Category Description (Description of activity): General ledger accounting system documentation. Documentation of the agency's assets, liabilities, revenues, expenditures, gains and losses.</p> <p>Category Notes (Examples of records in this category): For ledgers before 1900, please contact the King County Archives.</p> <p>Rule Number (DAN): GS50-03A-15R1</p> <p>Cutoff: Year end OR after final bond payment OR completion of levy/grant project OR terms of grant agreement, whichever is longer</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p>

Rule Status: Active

Rule Remarks: Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency. Description, title (formerly General Ledger - Essential Record), archival status, and cutoff updated per CORE Revision 2.2 (CO 12/22/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM)
Financial Management

Executive Services (Department of) -Finance and Business Operations-(FM-AP)
Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(FM-AR)
Accounts Receivable and Collection Enforcement

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-007

Category Title: Unclaimed Property

Category Description (Description of activity): Documents quarterly review of State of Washington's unclaimed property web site in search of checks that belong to King County but were never delivered. Information is compiled and sent to the State with a request for payment. The State reviews the request and sends a check for the total owed the County. Includes, but is not limited to: correspondence with the State; Backup documentation (i.e., printouts from the State's web site showing why these checks were included in the request).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05B-31

Cutoff: Report filed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference RCW 63.29.170

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM)
Financial Management

Executive Services (Department of) -Finance and Business Operations-(FM-AP)
Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(FM-AR)
Accounts Receivable and Collection Enforcement

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-008

Category Title: Accounts Receivable

Category Description (Description of activity): A combination rule for accounts receivable and supporting documents. Includes vouchers, voucher registers, and warrants. Also includes subsidiary ledgers. May include backup documentation for interfund transfers.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-184R2

Cutoff: Year end

Retention Period: 6 years

Cross Reference: Supersedes combo Rule FIN-01-012. Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM-AR)
Accounts Receivable and Collection Enforcement

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-010**Category Title:** Comprehensive Annual Financial Report (CAFR)**Category Description (Description of activity):** Annual financial report compiled by Finance and Business Operations Division (FBOD) for submission to the King County Council. Includes supporting documents.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-03D-02R1**Cutoff:** When adopted by Council**Retention Period:** 2 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Finance and Business Operations-(FM)
Financial Management**Category Code Level 1: FIN-Financial Management:** The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.**Category Code Level 2: 01-Accounting:** The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.**Category Code Level 3: FIN-01-011****Category Title:** General and Subsidiary Journals**Category Description (Description of activity):** Records in this category are working files that support the official final transactions in the General Ledger. Types of records are those included in the function of fund accounting, including adjustments, interfund transfers and all supporting documents and reports.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS2011-184R2**Cutoff:** Year end**Retention Period:** 6 years**Cross Reference:** Supersedes combo Rule FIN-01-012. Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003**Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-014</p> <p>Category Title: Low Income, Senior Citizen and Disability Discounts</p> <p>Category Description (Description of activity): Records that document low income and/or senior citizen discounts given for county services. Includes applications for low income/senior discount/rate reduction.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-11R3</p> <p>Cutoff: Completion of transaction or termination/expiration of instrument.</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Excludes contracts & agreements covered more specifically in CORE or sector schedules such as: Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); Other bond, grant and levy project contracts and agreements covered by GS2011-183; Public records transfer agreements with Washington State Archives covered by GS2010-021. The cutoff date has been amended to allow for the release of any performance bonds/insurance and/or the completion of a federal audit before the contract is terminated. Description and title updated per CORE Revision 2.2 (CO 12/21/11).</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of

funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-017

Category Title: Grant Administration Records

Category Description (Description of activity): Records that document administration of levy, bond or grant funded projects. Includes documentation of all resources received or expended by the county for bond, levy or grant funded projects. Includes, but is not limited to: contracts and agreements (non-capital assets only), grant/scholarship announcements, approved applications, timekeeping tracking forms, financial reports for continuing grants, etc.

Category Notes (Examples of records in this category): Excludes grant reports or deliverables (see category FIN-05-003)

Rule Number (DAN): Combo Rule FIN-05-001

Cutoff: Final bond payment, completion of levy/grant project, or terms of grant agreement, whichever is later

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(RASKC)

Regional Animal Services King County
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Information Technology-Business and Finance Support-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Category Code Level 1: FIN-The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency

Category Code Level 2: 01-

Category Code Level 3: FIN-01-021

Category Title: Collection Agency Reports

Category Description (Description of activity): Reports received from collection agencies itemizing collection activities performed on behalf of the local government agency.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-047

Cutoff: Year end

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-

Category Code Level 3: FIN-01-022

Category Title: Capital Asset Record

Category Description (Description of activity): Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with RCW 43.09.200. Includes information summarizing: acquisition (when and how purchased or constructed, purchase price); improvements; depreciation; deductions; disposal (when and how disposed of, expenses related to the sale, etc.).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-182

Cutoff: Disposition of asset

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: FIN-The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

Category Code Level 2: 01-**Category Code Level 3:** FIN-01-025**Category Title:** Personal Effects Records

Category Description (Description of activity): Unclaimed property of deceased persons that is transferred by the coroner or medical examiner. All applicable records are maintained by the County Treasurer.

Category Notes (Examples of records in this category):**Rule Number (DAN):** CT01-03-01**Cutoff:** Year end**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

Category Code Level 2: 01-**Category Code Level 3:** FIN-01-026**Category Title:** School Reports

Category Description (Description of activity): Monthly reports provided in the format required by the Superintendent of Public Instruction and produced by the County Treasurer for the SPI, school districts, and educational service districts.

Category Notes (Examples of records in this category):**Rule Number (DAN):** CT01-03-02**Cutoff:** Year end**Retention Period:** 6 years

Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
 Treasury Operations

Category Code Level 1: 01-FIN

Category Code Level 2: -

Category Code Level 3: FIN-01-027
Category Title: Billing Stubs
Category Description (Description of activity): Records accompanying payments submitted by customers to the agency noting the amounts, methods, and/or details of the payments (billing stubs, remittance advices, payment stubs, etc.).
Category Notes (Examples of records in this category): Billing stubs bundled or filed with records requiring longer minimum retention periods (such as GS2011-184 or GS2011-183) must be retained for the longer retention period(s).
Rule Number (DAN): GS2012-046
Cutoff: Year end
Retention Period: 4 years
Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(LIC)
 Licensing

Category Code Level 1: FIN-

Category Code Level 2: 01-

Category Code Level 3: FIN-01-028
Category Title: Unclaimed Treasurer's Checks
Category Description (Description of activity): All records, reports and other documentation for unclaimed Treasurer's checks. Includes the annual report filed with the State Department of Revenue. RCW 63.29.170.
Category Notes (Examples of records in this category):
Rule Number (DAN): CT01-09-05

Cutoff: Year end
Retention Period: 6 years
Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks: Department of Revenue has copies of Annual Reports only
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 02-Auditing: The activity of verifying the accuracy of the county's financial accounts.

Category Code Level 3: FIN-02-003

Category Title: Reporting/Filing (Mandatory) - Financial Management

Category Description (Description of activity): Records relating to financial management and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to: Report of known or suspected loss of public funds or assets or other illegal activity filed with the Officer of the State Auditor in accordance with RCW 43.09.185.

Category Notes (Examples of records in this category): Reference RCW 43.09.185

Rule Number (DAN): GS2011-189R1

Cutoff: Submitted to regulatory agency.

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(DIR)

Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 03-
<p>Category Code Level 3: FIN-03-002</p> <p>Category Title: Financial Transaction Control</p> <p>Category Description (Description of activity): Records documenting the accurate and accountable entry and approval of financial transactions into the County finance system, Oracle EBS (E-Business Suite) per King County Executive policy FIN 15-4 (AEP). Records document supervisory/management review of all expenditure transactions entered into EBS. They may include but are not limited to: Approvals submitted via email; written correspondence; tracking spreadsheets or other documentation providing the basis for decisions made.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2011-184R2</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference: Supersedes combo Rule FIN-01-012. Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Director's Office-Director's Office
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 04-Banking & Treasury: The activity of transacting monetary exchanges with a financial institution.

Category Code Level 3: FIN-04-001

Category Title: Treasurer's Investment Records

Category Description (Description of activity): Record of investments made by the County Treasurer showing date of purchase, amount, maturity date, fund name or district name; maturities showing amounts including interest and principal, fund name or district name; bid lists; other records may show par or market value, interest rate, type of instrument. These records also include confirmation notices from banks or brokerages; safekeeping receipts; work sheets, portfolio listings or reports, balance sheets, authorizations of investment officers; requests to invest or withdraw funds; and any other investment records showing activity.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-09-06

Cutoff: Liquidation of the holding

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 04-Banking & Treasury: The activity of transacting monetary exchanges with a financial institution.

Category Code Level 3: FIN-04-002

Category Title: Debt Service Records

Category Description (Description of activity): All records and documents that pertain to the issuance of debt by the county or any of its districts for which the County Treasurer serves as the registrar. Records may include but are not limited to: receipts for proceeds; authorization schedules; records of repayment; fiscal agent records including notices of payments owing; records of rebates; escrow services, etc. Includes documentation for bonds and local improvement districts (LIDs).

Category Notes (Examples of records in this category):**Rule Number (DAN):** CT01-04-01**Cutoff:** Redemption of the debt**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations**Category Code Level 1:** FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.**Category Code Level 2:** 04-Banking & Treasury: The activity of transacting monetary exchanges with a financial institution.**Category Code Level 3:** FIN-04-003**Category Title:** Foreclosures - Property Not Sold**Category Description (Description of activity):** Documentation of real property foreclosures in the county for which the delinquent taxes were paid in time to withdraw property from the sale. Records may include but are not limited to: certificates of delinquency and redemption, notices and summons, and foreclosure working files.**Category Notes (Examples of records in this category):****Rule Number (DAN):** Combo Rule FIN-04-003**Cutoff:** Completion of legal actions on the foreclosure**Retention Period:** 10 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** The retention period for this rule has been increased from 6 years to 10 years to align with the statute of limitations as described in RCW 4.16.020.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations**Category Code Level 1:** FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of

funds.

Category Code Level 2: 04-Banking & Treasury: The activity of transacting monetary exchanges with a financial institution.

Category Code Level 3: FIN-04-004

Category Title: Improvement District Records

Category Description (Description of activity): Records of local improvement districts - LIDs, road improvement districts - RIDs and utility improvement districts - UIDs. Includes records showing the creation of the improvement district, construction financing, preliminary assessment rolls, final assessment rolls, the long-term financing, records of notices to the property owners about the assessment period and billing cycles, records of payment(s) with date and amounts to include any interest or penalty; records of re-assessment in the event of binding site plans or court orders; agreements of security deposits for developer improvement districts; transcripts of the long-term financing.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-05-21

Cutoff: Date final debt payment is made

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 04-

Category Code Level 3: FIN-04-005

Category Title: Banking - Accounts and Transactions

Category Description (Description of activity): Records documenting the County's banking activities and transactions. Includes, but is not limited to, deposits and withdrawals (including electronic funds transfers (EFT), international money transfers (IMT), automated clearing house (ACH) transactions, statements and reconciliations, records documenting the status of and adjustments to accounts, stop payment reports/requests and supporting documentation, checks and warrants issued by the County if returned by the bank.

Category Notes (Examples of records in this category): Excludes: Master

depository contracts covered by GS50-01-11. Cancelled and voided checks for capital assets constructed by the agency which are covered by GS2011-183, Financial Transactions - Bond, Grant and Levy Projects. Deposited items covered by GS2011-186 Banking - Deposited Items.

Rule Number (DAN): GS2011-185

Cutoff: Year end

Retention Period: 6 years

Cross Reference: Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003.

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise
Services

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 04-

Category Code Level 3: FIN-04-006

Category Title: Banking - Deposited Items

Category Description (Description of activity): Negotiable instruments received by the agency and deposited to the bank in a different format. Includes, but is not limited to: original paper checks/ warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; images of checks/warrants created in lieu of depositing the original item (such as Imaged Cash Letter (ICL)). Excludes checks returned to the agency due to non-sufficient funds covered by GS50-03B-14.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-186

Cutoff: Deposit verified by bank

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 04-
Category Code Level 3: FIN-04-007 Category Title: Check Stubs or Duplicate Copies Category Description (Description of activity): Copies of checks received where original sent outside of agency for deposit. Includes, but is not limited to: Warranty claims refund check used for claim refund amount verification; All other copies of checks received where original sent for deposit. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-03B-06 Cutoff: Year end Retention Period: 3 years Cross Reference: Currently a part of Combo Rule FIN-01-001 Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds
Category Code Level 2: 04-
Category Code Level 3: FIN-04-008 Category Title: Foreclosures - Property Sold Category Description (Description of activity): Documentation of real property foreclosures and sales of foreclosures in the County. Records may include, but are not limited to: Certificate of Delinquency; Notice and Summons; Treasurer's deeds of sale; Working files. Category Notes (Examples of records in this category): Rule Number (DAN): Combo Rule FIN-04-008 Cutoff: Completion of legal actions on the foreclosure

Retention Period: Permanent

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period of foreclosures resulting in sales were given a permanent retention period based on a memo from Peggy Pahl, PAO to Tony Adams, Manager of ARMMS and Chris Richards, dated July 1, 2008.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds

Category Code Level 2: 04-

Category Code Level 3: FIN-04-009

Category Title: Arbitrage Calculation Records

Category Description (Description of activity): All Records and documents relating to the County's debt service (including debt service for any of its districts for which the County Treasurer services as the registrar) to which arbitrage calculation and reporting to the Internal Revenue Service may be applicable.

Category Notes (Examples of records in this category): Includes County debt or any of its districts for which the County Treasurer services as the registrar.

Rule Number (DAN): CT01-04-02

Cutoff: Redemption of all bonds

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 05-Grants: The activity around the county either giving or

receiving grant funds.

Category Code Level 3: FIN-05-002

Category Title: Grant Contracts - Capital Assets

Category Description (Description of activity): Records associated with grant contracts and agreements that relate to capital asset ownership, but do not establish, alter or abolish real property ownership. Includes negotiations, change orders, compliance monitoring, etc.

Category Notes (Examples of records in this category): This category includes grant agreements and approved grant applications. Excludes grants contracts for real property (GS55-05A-061) and non-capital assets (GS2011-183R1).

Rule Number (DAN): GS2011-169R1

Cutoff: Completion of transaction or termination/expiration of instrument or disposition of asset (if asset is owned by the agency), whichever is later

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes contracts/agreements covered elsewhere in the CORE (and/or other current, approved records retention schedules) including, but not limited to: Bond, grant and levy (real property) project contracts/agreements covered by GS53-02-08 GS55-05A-06; rights-of-way/easements granted by the agency, which are covered by GS2011-170 GS55-05A-06, franchises granted by the agency, which are covered by GS50-05A-10.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL)
All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All
Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All
Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN)
Finance and Administration - Finance

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)

Operational Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 05-Grants: The activity around the county either giving or receiving grant funds.
<p>Category Code Level 3: FIN-05-003</p> <p>Category Title: Grant Reports and Deliverables</p> <p>Category Description (Description of activity): Records that serve as the reports on or outcomes of bond, levy or grant funded projects. Includes, but is not limited to: final reports, periodic reports, progress statements, pamphlets, brochures, event photographs, etc.</p> <p>Category Notes (Examples of records in this category): Excludes grant administration records and financial status reports for continuing grants (see category FIN-01-017).</p> <p>Rule Number (DAN): GS50-03C-02R1</p> <p>Cutoff: Submission of final report OR period required by grant/program, whichever is later</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. This rule is potentially archival on the state schedule, but was appraised as archival by County Archivist Carol Shenk on 5/6/2014. Based on a decision between Gail Snow and Carol Shenk, this rule was re-appraised as potentially archival - RW 9/16/2014. The retention period of this rule was raised from 4 years (state minimum) to 6 years, to align with other grant administration records - RW 8/27/2015.</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected</p>

records
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-

FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 05-
Category Code Level 3: FIN-05-005 Category Title: Grant and Scholarship Applications - Not Approved

Category Description (Description of activity): Records relating to unsuccessful grant and scholarship applications received by or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03C-07R1

Cutoff: Year end in which denial was sent or received

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office

Public Health (Department of)-Director's Office-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.

Category Code Level 3: FIN-07-001

Category Title: Tax Receipts

Category Description (Description of activity): Records of money received for the payment of taxes (personal, property, gambling, etc). May include but is not limited to: dates of payment, amounts tendered, receipt numbers, amounts of taxes, assessments, interest, penalty, administrative costs paid.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-05-05

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.

Category Code Level 3: FIN-07-002

Category Title: Tax Title Records

Category Description (Description of activity): All records and working papers filed of the acquisition of properties becoming tax title during a foreclosure, as well as all records showing research and preparation and sale of these properties as authorized by the county's legislative authority. Includes deeds if property is sold during auction or by negotiation as authorized by law.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-05-18

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.

Category Code Level 3: FIN-07-003

Category Title: Tax and Assessed Value Record Adjustment and Refund Records

Category Description (Description of activity): Includes records of any tax record adjustment made as a result of Manifest Error Boards, Board of Equalization determinations, property segregations, omitted taxes, etc. Also includes requests for refund of overpayment on quarterly or annual business taxes. Files may include request, copy of tax forms, supporting documents, review, justification for refund, approval and signatures.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule FIN-07-003

Cutoff: When refund issued or denied; or adjustment made

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM-AP)
Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.

Category Code Level 3: FIN-07-004

Category Title: Tax and Assessment Correspondence

Category Description (Description of activity): All letters and other records pertaining to current or delinquent accounts, court cases, bankruptcies, name/address changes, etc. for tax records.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-05-12

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 07-

Category Code Level 3: FIN-07-005**Category Title:** Payments Under Protest**Category Description (Description of activity):** : All records for which the taxpayer has filed a payment under written protest for taxes and/or assessments deemed unlawful or excessive by taxpayer. Includes protest letter, correspondence, documentation of actions taken.**Category Notes (Examples of records in this category):** If protesting the assessed value as being too high, records forwarded to the Department of Assessments.

RCW 84.68.020

Rule Number (DAN): CT01-05-20**Cutoff:** Year end**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations**Category Code Level 1: FIN-Financial Management:** The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.**Category Code Level 2: 07-****Category Code Level 3: FIN-07-006****Category Title:** Impact Fees - Rate Setting**Category Description (Description of activity):** Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc. Includes, but is not limited to, fees calculated for collection pursuant to: RCW 36.73.120, Transportation improvements; RCW 39.92.050, Transportation Impact Fee; RCW 82.02.050, Impact fees - Intent - Limitations; RCW 36.70A.350, Growth Management Act; RCW 43.21C.060, State Environmental Policy Act; RCW 58.17.110(2)(b), State Subdivision Act.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS2012-048**Cutoff:** Rates superseded**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:**

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-001

Category Title: Payroll - Cards/ Time Sheets

Category Description (Description of activity): The function of this category is to capture time records in order to determine retirement eligibility, and provide back-up for research when hours and earnings do not match up. The records are also important when an employee is trying to buy service credits for a period of temporary duty disability or an authorized leave of absence.

Category Notes (Examples of records in this category): Paper report transmittal sent by departments for each pays period noting pay due employees and the signed authorization; original paper and time sheets submitted and signed by employees and managers. Records in this category are paper only. If you have an electronic database for time tracking or a digital imaging system, please contact Records Management to discuss retention of the electronic record. Electronic spreadsheets and other working documents that lead up to the final printed and signed report should be retained under FIN-08-006, Payroll Supporting Documents.

Rule Number (DAN): GS50-03E-04

Cutoff: Year end

Retention Period: 60 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned FIN-08-001 Category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (DJA), Customer Information & Assistance (CIA)
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Information Technology-General-(ALL)
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(RAIL)
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance

Transportation (Department of)-Transit-General Manager's Office-(GMO-SDOPS)
Systems Development and Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-002

Category Title: Retirement Benefit Verification Records

Category Description (Description of activity): Records that are used for verification of eligibility for retirement benefits. Records include information for individual employees that describe hours worked per month, compensation earned per month, hourly rate of pay, and break in service dates. Records also describe dates and types of leaves and lump sum payments. Can include, but is not limited to: payroll register, individual employee pay history, payroll reports, and other records that include the information listed above.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule FIN-08-002

Cutoff: Year end

Retention Period: 60 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

King County Council-Administration-(ALL) All Sections
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Information Technology-Business and Finance Support-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
<p>Category Code Level 3: FIN-08-003</p> <p>Category Title: Individual Employee Pay History - Retirement Related</p> <p>Category Description (Description of activity): Payroll that is managed by employee name, related to retirement benefits verification. Records giving evidence of the pay history of an employee needed to verify retirement benefits for the Washington State Department of Retirement Systems. Examples of these records are: 1. Employee Changes Authorizations: New hires, successful completion of probation, acting/special duty appointments, promotion, transfer, demotion, reclassification, documentation approval, and termination 2. Employee Changes Implementing Documents: MSA turnaround document, MSA personnel transfer form, metro employee change notice, ISI new employee record, MSA requests for personnel, ISI personnel action form (PAF), personnel change notice</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-03E-15</p> <p>Cutoff: Year end</p> <p>Retention Period: 60 Years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This record holds private information and should be confidentially recycled. Individual Employee Pay History records must be removed from Personnel records at employee termination. Go to the DES-Human Resources Policies & Guidelines in the Public Folders to view the Personnel Records Management Guidelines. Storage of Terminated Employee Personnel Files explains the procedure of removing Individual Employee Pay History records from the Personnel record. Added A to rule code 3/13/2012 for KC. ESSENTIAL RECORD</p>

used for retirement verification for the Washington State Department of Retirement Systems - Record series needs security backup. Primary record holder is the employee's King County Department. This rule is assigned to FIN-08-003 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Community and Human Services (Department of)-Community Services -(ALL)
All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All
Sections

Executive Services (Department of) -Facilities Management-(FA) Finance and
Administrative Services

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Facilities Management-(DIR) Director's
Office

King County Executive Office-Executive's Office-(EO) Executive's Office

King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections

King County Information Technology-General-(ALL)

King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel
Unit

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human
Resources

Natural Resources and Parks (Department of)-Water and Land Resources-(FA)
Finance and Administration

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of

funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-004

Category Title: Leave Donations

Category Description (Description of activity): Records authorizing accrued leave to be donated to another employee's payroll account.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03E-18

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to FIN-08-004 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

King County Council-Administration-(ALL) All Sections

King County Information Technology-Business and Finance Support-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-005

Category Title: Authorizations For Payroll Deductions

Category Description (Description of activity): Records that authorize payroll deductions.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03E-01

Cutoff: Termination of authorization

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program

Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-006

Category Title: Payroll Supporting Documents

Category Description (Description of activity): Records that are used to document status of and adjustments to payroll accounts. Includes, but is not limited to: electronic and paper spreadsheets, working documents, payable status reports, benefit detail reports, etc.

Category Notes (Examples of records in this category): Excludes the paper copy of the signed official payroll time report transmittal sent by departments for each pay period noting pay due employees and the signed authorization. The official paper time record should be retained under category FIN-08-001, Payroll - Time Cards/Time Sheets.

Rule Number (DAN): GS50-03E-25R1

Cutoff: Year End

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Assessments (Department of)-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Human Resources

Elections (Department of)-Director's Office-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS

Flood District-General-(ALL) All Sections
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Information Technology-Business and Finance Support-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-

NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(RAIL)
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary

compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-007

Category Title: Tax Forms - Federal

Category Description (Description of activity): Federal tax forms required by the Internal Revenue Service (IRS). Examples of IRS forms can include: 1099s; Employer's Quarterly Returns W2s; Employer's Copies of Federal Withholding Tax Statement W4s; Employee's Withholding Exemption Certificate W9s and Request for Taxpayer ID Number and Certification.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03A-17

Cutoff: Year end

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

King County Council-Administration-(ALL) All Sections

King County Information Technology-Business and Finance Support-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-008

Category Title: Record of Attachments or Garnishments of Salaries or Wages

Category Description (Description of activity): This category includes all forms related to the function of garnishing salaries or wages.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03E-23

Cutoff: Satisfaction

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-009**Category Title:** Individual Employee Pay History - Non-Retirement Related**Category Description (Description of activity):** Payroll records that are managed by employee name, and is not needed for retirement benefits verification (for those employees who are not eligible for retirement related benefits).**Category Notes (Examples of records in this category):** Examples include, but are not limited to: Employee Changes Authorizations: New hires, successful completion of probation, acting/special duty appointments, promotion, transfer, demotion, reclassification, documentation approval, and termination. Employee Changes Implementing Documents: MSA turnaround document, MSA personnel transfer form, metro employee change notice, ISI new employee record, MSA requests for personnel, ISI personnel action form (PAF), personnel change notice**Rule Number (DAN):** GS50-03E-15A**Cutoff:** Year end**Retention Period:** 3 Years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:** This record holds private information and should be confidentially recycled. Individual Employee Pay History records must be removed from Personnel records at employee termination. Go to the DES-Human Resources Policies & Guidelines in the Public Folders to view the Personnel Records Management Guidelines. Storage of Terminated Employee Personnel Files explains the procedure of removing Individual Employee Pay History records from the Personnel record. Added A to rule code 3/13/2012 for KC. ESSENTIAL RECORD - Record series needs security backup. Primary record holder is the employee's King County Department. This rule is assigned to FIN-08- category.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Human Resources
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-
Category Code Level 3: FIN-08-011 Category Title: Direct Payroll Deposit Authorization and Cancellation Category Description (Description of activity): Records that cancels the authorization to to pay an employee's wages by direct deposit, rather than a traditional check. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-03E-06 Cutoff: Year end Retention Period: 4 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
King County Council-Administration-(ALL) All Sections
King County Information Technology-Business and Finance Support-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
Category Code Level 3: FIN-08-013 Category Title: Tax Forms - State Category Description (Description of activity): This category includes returns

and reports submitted for taxes paid to the state and/or local government agencies. For state and local tax returns and reports, examples include: Sales Tax; Use Tax; Regional Transit Authority Tax; Food and Beverage Tax; Litter Tax; Lodging Tax; State Public Utility Tax; Petroleum and Hazardous Substances Tax; Solid Fuel Burning Device Tax; Syrup Tax; and Enhanced 911 Tax.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-12D-04

Cutoff: Date of filing

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference RCW 82.32.070, and Department of Revenue Advisory No. 152.32.199.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM-AP)
Financial Management - Accounts Payable

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-

Category Code Level 3: FIN-08-016

Category Title: Personnel Fund Monitoring Reports

Category Description (Description of activity): Reports document financial transactions on state-monitored personnel funds (including Health Care, Industrial Insurance, Unemployment, Special Employment and Group Term Life). Reports document that the fund is being monitored and used accordingly, and are required by the State of Washington.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03A-33

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-

Category Code Level 3: FIN-08-017

Category Title: Payroll Reports - Labor and Industries

Category Description (Description of activity): Report generated from payroll system that is used to document Labor and Industries (L&I), and that is sent to the State.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03E-16

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 01-Public Disclosure: The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.

Category Code Level 3: INF-01-002

Category Title: Public Records Act Requests

Category Description (Description of activity): Records relating to requests from the general public for access to the County's public records in accordance with the Washington State Public Records Act (RCW 42.56). May include original request and all subsequent correspondence with requester, directives to staff associated with records collection, attorney-client privileged communications associated with the public disclosure request, copies of records disclosed, copies of records redacted or withheld from disclosure in their entirety, and withholding and redaction logs.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-014R2

Cutoff: Public records request complete

Retention Period: 2 years

Cross Reference: GS2010-014R1

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
DES-FBOD-(DIR-HR) Human Resources
Elections (Department of)-Director's Office-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Council-Administration-(ALL) All Sections
King County Council-Clerk Office-Central Staff-ALL
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Information Technology-Communications and Marketing-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 01-Public Disclosure: The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.
Category Code Level 3: INF-01-003 Category Title: Public Records Act Request Logs Category Description (Description of activity): Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-09-13R2 Cutoff: Year end Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Exemption logs are covered by DAN GS2010-014. Archival Status: Not Archival Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
King County Information Technology-Communications and Marketing-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 02-Publications: The activity of drafting, producing, marketing, and supplying the county's publications.
<p>Category Code Level 3: INF-02-001</p> <p>Category Title: Master File of Agency Publications</p> <p>Category Description (Description of activity): Master set of all publications created by the agency. Includes newsletters.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06F-04R4</p> <p>Cutoff: When no longer needed for agency business</p> <p>Retention Period: 2 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.</p>
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-Director's Office
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Communications and Marketing-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
Category Code Level 3: INF-03-001 Category Title: Records Center Conversion Category Category Description (Description of activity): Category Notes (Examples of records in this category):

Rule Number (DAN): CONVERSION

Cutoff:

Retention Period:

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule was created to hold box record objects from disposition. Boxes and folders converted from the King County Records Center database conversion that did not have an identifiable rule are assigned to this rule. As research is conducted on the boxes and folders, the correct rule and category will be applied. This will allow for disposition of the record.

Archival Status:

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.

Category Code Level 3: INF-03-003

Category Title: Destruction of Public Records

Category Description (Description of activity): Records relating to the destruction of the agency's public records. Includes, but is not limited to: Destruction logs; affidavits; agency authorizations; and certificates/notices of destruction.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-09-06R1

Cutoff: Life of the county

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

Executive Services (Department of) -Records and Licensing Services-(Recorders)

Recorders Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
<p>Category Code Level 3: INF-03-004</p> <p>Category Title: Retention and Disposition Authorizations</p> <p>Category Description (Description of activity): Records relating to the retention of the County's records in accordance with Chapter 40.14 RCW. The category includes, but is not restricted to: internal working guides abstracted from approved records retention schedules; Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, provided that the original is retained by the Washington State Archives or the King County Archives; copies of approved agency-specific records retention schedules in accordance with RCW 40.14.070, provided that the original is retained by the Local Records Committee King County Records Management Program.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-09-01R1A</p> <p>Cutoff: Life of the County</p> <p>Retention Period: Permanent</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule was given a permanent retention period, while the state only gave retention as until no longer needed for agency business - RW 8/6/2013.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-Records Management: The activity of systematically

controlling the creation, receipt, maintenance, use, and disposition of public records.

Category Code Level 3: INF-03-005

Category Title: Transfer of Legal Custody

Category Description (Description of activity): Records relating to the transfer of the agency's legal custody of its public records.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-023

Cutoff: Life of the King County Archives

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule is used for the records documenting the King County Archives' collection based on advice received by Julie Blecha of the Washington State Archives on January 10, 2014. The retention period was raised from "until no longer needed" to permanent based on the needs of the King County Archives - RW 2/13/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.

Category Code Level 3: INF-03-006

Category Title: Legal and Other Records Holds

Category Description (Description of activity): Records documenting the placement, release, chain of custody, and audit trail for legal and other records holds. Examples of holds are public disclosure, financial or performance audits, etc. Records include, but are not limited to: copy of discovery request; communications from legal counsel directing the administration of the hold; search criteria and results responding to the description of the records requested; list of records held; chain of custody documentation; reports on incremental additions or removal of records from the hold; attorney's official signed release; final release report for hold.

Category Notes (Examples of records in this category):

Rule Number (DAN): 14DRAFT_01

Cutoff: Official release of hold

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Draft

Rule Remarks: This draft rule was created because there is no current state Disposition Authority Number for these records. No records shall be dispositioned under this rule until a DAN is created. - RW 2/13/2014

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 03-

Category Code Level 3: INF-03-007

Category Title: Archives Series Files

Category Description (Description of activity): Information documenting records within the King County Archives' collection. May include but is not limited to series descriptions, processing notes, and communications.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-023

Cutoff: Life of the King County Archives

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule is used for the records documenting the King County Archives' collection based on advice received by Julie Blecha of the Washington State Archives on January 10, 2014. The retention period was raised from "until no longer needed" to permanent based on the needs of the King County Archives - RW 2/13/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 03-

Category Code Level 3: INF-03-008

Category Title: Records Retrieval Requests and Returns

Category Description (Description of activity): Records documenting requests for boxes and folders in the Records Center. Includes requests generated through KC ERMS, correspondence and other documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-09-02R2C

Cutoff: Year end

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is an internal version of the state DAN that was created to provide a distinct retention period for this set of records - RW 8/5/2013

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 03-

Category Code Level 3: INF-03-009

Category Title: Records Center Transmittal Forms

Category Description (Description of activity): Signed transmittal forms documenting the transfer of records into the Records Center. No longer generated after implementation of KC ERMS in 2010.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-09-02R2D

Cutoff: Disposition of all records or verification of data by KC RMP

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is an internal version of the Records Control DAN that was created for administrative purposes to provide a distinct retention period for this set of records - RW 8/5/2013

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-
Category Code Level 3: INF-03-010 Category Title: Records Management File Organization Plans Category Description (Description of activity): Documents the records held by an office and describes how they should be organized and maintained. Information includes records title and description, retention requirements, KC ERMS category code, matter and folder naming conventions, and additional information about the records. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-09-02R2B Cutoff: End of year in which plan is updated Retention Period: 2 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: This rule is an internal version of the Records Control DAN that was created for administrative purposes to provide a distinct retention period for this set of records - RW 8/5/2013 Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
Category Code Level 3: INF-04-001 Category Title: IT Applications - Technical Design and Implementation Category Description (Description of activity): Records documenting the technical design and implementation of the agency's computer software applications, databases and websites (internet and intranet). Category Notes (Examples of records in this category): May include any or all of

the following: Design documentation/detail; database schema and dictionaries; source code; system and program change descriptions/authorizations; development plans (for testing, training, conversion, and acceptance); release notes; operational and user instructions; and acceptance testing.

Rule Number (DAN): GS50-06A-03R2

Cutoff: Until application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with approved retention schedule

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-General-(ALL)

King County Information Technology-Operations and Business Solutions-(TP) Technical Products

King County Information Technology-Regional Communications Services-(RADIO) Radio Communications

King County Information Technology-Strategy and Architecture-(ALL) All Sections

Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-002

Category Title: Access Authorizations

Category Description (Description of activity): Records documenting the authorization of employee (includes contractors and volunteers) access to agency systems, networks, applications, records, and data. Includes, but is not limited to: requests and approvals for access and permissions.

Category Notes (Examples of records in this category):**Rule Number (DAN):** GS2010-002R1**Cutoff:** Termination of user's access or system is no longer in use**Retention Period:** 6 years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Communications and Marketing-(ALL) All Sections

King County Information Technology-eGovernment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.**Category Code Level 2:** 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.**Category Code Level 3:** INF-04-003**Category Title:** IT Applications - Planning and Review**Category Description (Description of activity):** Records documenting the planning and post-implementation review of the agency's computer software applications, databases and websites (internet and intranet). Includes, but is not limited to: Requirements and objectives documents/statements; feasibility studies; charter, cost/benefit analyses, investment plans; post-implementation reviews/evaluations/recommendations.**Category Notes (Examples of records in this category):**

Rule Number (DAN): GS50-06A-01R2

Cutoff: Completion of Project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Operations and Business Solutions-(TP) Technical Products

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-004

Category Title: Automated/Scheduled Tasks

Category Description (Description of activity): Records relating to scheduled, computer driven tasks. Examples include: event logs; run reports and requests; task schedules; and successful completion reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-004R1

Cutoff: Until no longer needed for agency business

Retention Period: Immediate destruction

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-005

Category Title: Helpdesk Requests

Category Description (Description of activity): Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information systems and applications.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-005R1

Cutoff: Finalization of request or ticket closed

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Council-Administration-(ALL) All Sections

King County Information Technology-Operations and Business Solutions-(DC) Data Center

King County Information Technology-Operations and Business Solutions-(SC) Service Center

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring,

developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-006

Category Title: Online Content Management

Category Description (Description of activity): Records documenting the publishing of the agency's online (internet and intranet) content. Includes, but is not limited to: Requests/approvals to upload/update/remove content; confirmation of content upload/update/removal; point-in-time record of webpage/site (screenshot, snapshot, site map).

Category Notes (Examples of records in this category): All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to the applicable retention series.

Rule Number (DAN): GS2010-007

Cutoff: Online content is removed

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Council-Administration-(ALL) All Sections

King County Information Technology-Business and Finance Support-(ALL) All Sections

King County Information Technology-Communications and Marketing-(ALL) All Sections

King County Information Technology-Operations and Business Solutions-(TP) Technical Products
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services
Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-007</p> <p>Category Title: Audit Trail - Infrastructure</p> <p>Category Description (Description of activity): Records documenting authorization for and modifications to the configurations and settings of the agency's infrastructure (firewalls, routers, ports, network servers, etc.)</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2010-003R1</p> <p>Cutoff: Date of activity</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Information Technology-Regional Communication Services-(NET)

Networks

King County Information Technology-Strategy and Architecture-(ALL) All Sections

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-008

Category Title: Backups for Disaster Preparedness/Recovery

Category Description (Description of activity): Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06A-02R1

Cutoff: 3 backup cycles or 30 days whichever is sooner

Retention Period: Immediate destruction

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Title (formerly Backup for Disaster Preparedness/Recovery) updated per CORE Revision 2.2 (CO 12/21/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-009

Category Title: Network - Design and Build

Category Description (Description of activity): Records documenting the design and construction of the agency's information technology network. Includes, but is not limited to: Network diagrams and build guides; master control list of Internet Protocol (IP) address assignments; and Uniform Resource Locator (URL) addresses and passwords.

Category Notes (Examples of records in this category):**Rule Number (DAN):** GS2010-006R1**Cutoff:** Until obsolete or superseded**Retention Period:** Immediate destruction**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:** Retain until no longer needed for agency business.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

King County Information Technology-Regional Communication Services-(NET) Networks

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.**Category Code Level 2:** 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.**Category Code Level 3:** INF-04-010**Category Title:** Security Monitoring - Incident**Category Description (Description of activity):** Records relating to the routine security monitoring of the agency's information system where a security incident has occurred.**Category Notes (Examples of records in this category):** Includes, but is not limited to: intrusion and event logs.**Rule Number (DAN):** GS2010-008R1**Cutoff:** Investigation completed or matter resolved, whichever is later**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

4 Culture-General Division-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support
King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support
King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support
King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support
King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support
King County Information Technology-Information Technology Service Delivery Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Transportation (Department of)-Airport-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
Category Code Level 3: INF-04-011 Category Title: Security Monitoring - No Incident Category Description (Description of activity): Records relating to the routine security monitoring of the agency's information system where a security incident

has not occurred. Includes, but is not limited to: intrusion and event logs.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-009R1

Cutoff: When no longer needed for agency business

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-013

Category Title: Usage - Monitoring

Category Description (Description of activity): Records relating to the monitoring of the agency's information and communication systems to ensure appropriate use. Includes, but is not limited to: Login records; Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); Fax and telephone logs.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06A-05R2

Cutoff: Year end

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retain for one year after activity.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Operations and Business Solutions-(TP)
Technical Products

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-014

Category Title: IT Projects

Category Description (Description of activity): Records that document the operations and oversight or governance of Information Technology (IT) Projects from initial planning and design through final design, implementation and closeout processes. Includes all IT Projects or initiatives efforts over 80 hours of time, Capital Improvement or small Projects as well as major/enterprise IT Projects, infrastructure, funded from other sources, including grants. Including operational, Project Review Board and department oversight projects Includes, but is not limited to: requests for proposals, change orders; schedules; staff reports; reports to Council; funding release requests; contracts; budget, project plans and procurement information; project communications with the Office of Labor Relations, the Prosecuting Attorney's Office, customers, partner jurisdictions (when applicable); strategy; metrics, cost-benefit analysis (CBA), Benefits Achievement Plan (BAP), etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-18-10R1

Cutoff: Completion of Project or Terms of Grant Agreement, Whichever is Later

Retention Period: 10 years

Cross Reference: supersedes GS50-13C-02

Essential Record: No

Rule Status: Active

Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from 6 years to 10 years. Based on feedback from Julie Blecha of the Washington State Archives on 10/30/2014, this rule is applicable to the project records for all capital projects, including Information Technology projects - RW 10/30/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) - Business Resource Center-(ABT)

Accountable Business Transformation
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Information Technology-Information Assurance -(ALL) All Sections
King County Information Technology-Information Technology Projects-(ITP) Information Technology Projects
King County Information Technology-Information Technology Service Delivery Managers-(
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support)
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-
<p>Category Code Level 3: INF-04-015</p> <p>Category Title: Cedar Hills Landfill Security Monitoring - No Incident</p> <p>Category Description (Description of activity): Records relating to the routine security monitoring of the agency's buildings, resources, and information systems (network/system/data). Includes, but is not limited to: Intrusion and event logs, intrusion alarm reports,etc. Security patrol logs. Excludes records covered by GS50-06B-20 and GS50-06B-18. Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file Series, information systems (network/system/data).</p> <p>Category Notes (Examples of records in this category): If a citizen complaint is recorded during a patrol shift, those records should be filed according to DAN GS50-01-09 R1 - Citizen Complaints/Requests.</p> <p>Rule Number (DAN): GS2010-009R1A</p> <p>Cutoff: Year end</p>

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a longer retention for routine security monitoring at solid waste facilities, as requested by Scott Barden and Bill Berni, because SWD's security monitoring logs are frequently referenced for up to two years - RW 4/9/2015.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-

Category Code Level 3: INF-04-016

Category Title: IT Applications - Noteworthy

Category Description (Description of activity): Records documenting the planning, technical design, construction, installation, implementation, post-implementation review and commissioning of the agency's noteworthy information systems (computer software applications, databases, websites, etc.) Includes, but is not limited to, applications which are: Of particular significance to the agency or community; Considered to be ground-breaking (first use of technology to deliver a particular agency service, etc.); Created or used to manage the agency's archival records; Award recipients (local, state, national, international). Includes contracts and agreements.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-036

Cutoff: No longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-

Category Code Level 3: INF-04-017

Category Title: Online Content Management - Official/Legal

Category Description (Description of activity): Records documenting the publishing of the agency's online (internet and intranet) content; specifically content that is legal or official in nature and affects the public interest. Includes, but is not limited to ordinances, motions, policies, records retention schedules, and proclamations. NOTE: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-007A

Cutoff: Online content is removed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

King County Information Technology-eGovernment-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 05-

Category Code Level 3: INF-05-006

Category Title: Archival Appraisal Records

Category Description (Description of activity): Information gathered about records in order to make decisions regarding archival value of county records. Records are used to determine whether records will be accessioned into the

collection of the King County Archives for permanent retention. Information may include the purpose and format of the records, organizational structure, the date range of the records, type of value, volume, condition of the collection, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-023

Cutoff: Life of the King County Archives

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule is used for the records documenting the King County Archives' collection based on advice received by Julie Blecha of the Washington State Archives on January 10, 2014. The retention period was raised from "until no longer needed" to permanent based on the needs of the King County Archives - RW 2/13/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS)
Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 05-

Category Code Level 3: INF-05-007

Category Title: Archival Records

Category Description (Description of activity): This category contains digital copies of archival records in the collection of the King County Archives.

Category Notes (Examples of records in this category):

Rule Number (DAN): 13DRAFT_09

Cutoff: Date of transfer

Retention Period: Permanent

Cross Reference:

Essential Record: No

Rule Status: Draft

Rule Remarks: This rule currently does not exist on any state records retention schedule - RW 12/12/2013.

Archival Status: Archival

Archival Remarks: These records are archival and have already been transferred to the collection of the King County Archives for permanent preservation.

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of)-Records and Licensing Services Division-(TDR) Trusted Digital Repository
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 06-Mail Services: The activity of managing the circulation of printed information. Includes internal and external delivery methods.
Category Code Level 3: INF-06-001 Category Title: Mail Delivery and Receipt Category Description (Description of activity): Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc). Includes, but is not limited to: Certified/registered/insured mail logs and return receipts; postage meter logs/reports; private ground delivery registers/receipts (UPS, Federal Express, etc.); signed pick-up and delivery receipts; United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). Category Notes (Examples of records in this category): Rule Number (DAN): GS50-06D-02R1 Cutoff: Year end Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Retain for 3 years or until completion of State Auditor's report, whichever is sooner. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 07-Recording: The activities relating to the recording and filing of official public records with the King County Recorder.
Category Code Level 3: INF-07-001

Category Title: Discontinued Records Series

Category Description (Description of activity): Records no longer created by or recorded with the County Auditor or County Recorder's Office, but which possess enduring legal and/or historical value.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03A-01R1

Cutoff: When no longer needed for agency business

Retention Period: Permanent - transfer to the King County Archives immediately after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives immediately after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 07-Recording: The activities relating to the recording and filing of official public records with the King County Recorder.

Category Code Level 3: INF-07-002

Category Title: Recorded Documents

Category Description (Description of activity): The activity of recording documents with the King County Recorder's Office. This category includes the primary record copy of all King County recordings. Includes, but is not limited to: Original paper documents (marriage records, land corner records, drawings, maps, plans, surveys, Torrens title records, etc.); Books and volumes (deed, mortgage, lien, right-of-way, photo static volumes, "little red books", etc.); Microfilm; Digital Images (from recording imaging system). Includes all indexes to recorded documents.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03B-01R1

Cutoff: When no longer needed for agency business

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference: COMBO RULE AUD-01-002

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 07-Recording: The activities relating to the recording and filing of official public records with the King County Recorder.

Category Code Level 3: INF-07-003

Category Title: Torrens Title Records

Category Description (Description of activity): Documents that are recorded with the Recorder's Office under the Torrens Title System, also known as Registered Land.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03B-01R1

Cutoff: When no longer needed for agency business

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference: COMBO RULE AUD-01-002

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 07-

Category Code Level 3: INF-07-005

Category Title: Filed Documents

Category Description (Description of activity): All documents filed with the King County Recorder's Office, but not recorded.

Category Notes (Examples of records in this category): Excludes Personal Property Lists from the Medical Examiner's Office, Category INF-07-006.

Rule Number (DAN): AU2010-087

Cutoff: When no longer needed for agency business

Retention Period: 6 years

Cross Reference: Previously in COMBO RULE AUD-01-002

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule is potentially archival on the state schedule, but it was appraised as archival by County Archivist Deborah Kennedy because it was determined that there was effectively no difference between filed and recorded documents - RW 4/25/2014. This rule was changed back to potentially archival per request by County Archivist Carol Shenk upon receiving legal advice that filed documents are not required to be recorded - RW 8/27/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(Recorders)
Recorders Office

Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.

Category Code Level 2: 01-

Category Code Level 3: INF-07-006

Category Title: Personal Property Lists

Category Description (Description of activity): Records are used to document personal property found on bodies at investigation scenes and filed with the King County Recorder's Office in compliance with RCW 68.50.040. Forms are transferred to the Recorder's Office monthly from the King County Medical Examiner's Office. Information on the forms include name of decedent, date of death, case number, list of property items, cash amount, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU2010-087A

Cutoff: When no longer needed for agency business

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a different archival status for filed documents appraised as non-archival, such as Personal Property Lists, as requested by County Archivist Carol Shenk on August 19, 2014 - RW 8/27/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.
Category Code Level 3: JDC-01-001 Category Title: Uniform Citation Complaint, Court Docket and Case Files Category Description (Description of activity): Completed criminal citation form, which serves as statement of citation, summons, and court docket, and official documentation of court action. Case related documents and information kept by the court showing motions, orders, judgments, no-contact orders, and other filings. May include warrants, notices of appearance, notices of failure to appear, 60-day rules of waiver, notices of appeal, summonses, subpoenas, and other documents. Category Notes (Examples of records in this category): Excludes records dated before 1940. Rule Number (DAN): DM52-06A-01 Cutoff: After final disposition Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
King County District Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.
Category Code Level 3: JDC-01-002 Category Title: Criminal Indexes Covering Judgment and Sentencing Category Description (Description of activity): Indexes to criminal case files for records filed June 4, 1997 and later. Category Notes (Examples of records in this category): Rule Number (DAN): DM52-06A-12

Cutoff:**Retention Period:** PERMANENT**Cross Reference:****Essential Record:** Yes**Rule Status:** Active

Rule Remarks: Reference Court Rules - CrRLJ 7.2. The JIS will retain the Judgment and Sentencing records filed June 4, 1997 and later in perpetuity as required by the court rule. NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards. *Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.

Archival Status: Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-003**Category Title:** Civil Case Files - Judgment Unsatisfied

Category Description (Description of activity): The case file may contain most or some of the following forms: Affidavit of Service and Notice of Suit, Motion and Order for Default, Affidavit for Garnishment, Order to Pay into Court/Garnishment, Order Discharging Garnished Defendant, Writ of Attachment, Executions, Abstract of Damages (for Motor Vehicle Accident).

Category Notes (Examples of records in this category): Only includes civil case files where the judgment is unsatisfied. For case files that are dismissed or judgment satisfied, see category JDC-01-004.

Rule Number (DAN): DM52-06C-02A**Cutoff:** Date of judgement**Retention Period:** 10 years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active

Rule Remarks: Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020 (3). Electronic records need security backup. Electronic records should be protected

from damage or loss by off site storage of backup tapes or diskettes.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section

Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section

Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-004

Category Title: Civil Case Files - Case Dismissed or Judgment Satisfied

Category Description (Description of activity): The case file may contain most or some of the following forms: Affidavit of Service and Notice of Suit, Motion and Order for Default, Affidavit for Garnishment, Order to Pay into Court/Garnishment, Order Discharging Garnished Defendant, Writ of Attachment, Executions, Abstract of Damages (for Motor Vehicle Accident).

Category Notes (Examples of records in this category): Only includes civil case files where the case is dismissed or judgment is satisfied. For cases where the judgment is unsatisfied, see category JDC-01-003.

Rule Number (DAN): DM52-06C-02

Cutoff: Case dismissed or judgement satisfied

Retention Period: 3 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020 (3). Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-005

Category Title: Small Claims Case Files - Judgment Unsatisfied

Category Description (Description of activity): May include: Notice of Claim, Affidavit/Proof of Service, and Abstract of Damages (for motor vehicle accidents).

Category Notes (Examples of records in this category): Only includes small claims case files where the judgment is unsatisfied.

Rule Number (DAN): DM52-06D-02A

Cutoff: After date of judgement

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020 (3). Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting

court records for the county district court.

Category Code Level 3: JDC-01-006

Category Title: Domestic Violence and Anti-Harassment Case Files

Category Description (Description of activity): May include Petition for Protection Order or Protection Order.

Category Notes (Examples of records in this category):

Rule Number (DAN): DM52-06E-02

Cutoff: Case closed

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards. JIS courts may destroy the non-electronic case file 3 years after final disposition.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-007

Category Title: Uniform Notice of Infraction, Court Docket, and Case Files

Category Description (Description of activity): Completed notice of infraction form, which serves as court docket and official documentation of court action.

Category Notes (Examples of records in this category):

Rule Number (DAN): DM52-06B-01

Cutoff: After final disposition

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-002

Category Title: Superior Court Case Files - Non-Juvenile

Category Description (Description of activity): This category covers the activities of officially documenting Superior Court proceedings and filings, and may include sealed documents, published depositions, and exhibits. Includes, but is not limited to: adult, criminal, civil, domestic, probate, tax warrant, tax case, territorial, territorial district, land registration/torrens case, paternity, adoption, involuntary (mental) commitment, and family court case files.

Category Notes (Examples of records in this category): Excludes juvenile court case files, see category JSC-02-006.

Rule Number (DAN): CL65-01-08R1

Cutoff: Case closed

Retention Period: Permanent - contact King County Archives for appraisal 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes records covered more specifically elsewhere, including, but not limited to: Juvenile Court case files covered by CL50-28-10; Exhibits, which are covered by CL65-01-22; Juror records covered by CL2014-016, CL65-01-26 and/or CL65-01-27 and juror/witness cost bill records covered by CORE series GS2011-184; Legacy records covered in the Legacy section (beginning on page 18). Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival. 2 years after the cut-off date, contact the King County Archivist for appraisal and transfer of selected records. The Archives will permanently retain records appraised as archival. Records not selected as archival must be retained permanently by the office of record.

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Judicial Administration (Department of)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions

relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-003

Category Title: Court Reporter Notes - Civil

Category Description (Description of activity): Paper record or approved electronic storage of record of court proceedings, including audio and video records.

Category Notes (Examples of records in this category): Excludes juvenile court court reporter notes, see category JSC-02-005.

Rule Number (DAN): CL65-01-12R1A

Cutoff: Termination of case

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes verbatim reports of proceedings received from lower courts/administrative forums (covered by CL65-01-08) and/or transferred to appellate court (covered by CL65-01-44). Pursuant to RCW 36.23.070, disposition of the records cannot take place until the court order authorizing destruction of record(s) has been signed and entered. This rule with an "A" extension was created to provide a retention period specific for civil cases and juvenile court cases - RW 7/18/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Judicial Administration (DJA), Customer Information & Assistance (CIA)

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-004

Category Title: Court Reporter Notes - Criminal

Category Description (Description of activity): Paper record or approved

electronic storage of record of court proceedings, including audio and video records.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL65-01-12R1B

Cutoff: Termination of case

Retention Period: 15 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes verbatim reports of proceedings received from lower courts/administrative forums (covered by CL65-01-08) and/or transferred to appellate court (covered by CL65-01-44). Pursuant to RCW 36.23.070, disposition of the records cannot take place until the court order authorizing destruction of record(s) has been signed and entered. This rule with an "B" extension was created to provide a retention period specific for criminal cases - RW 7/18/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Judicial Administration (DJA), Customer Information & Assistance (CIA)

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-005

Category Title: Clerk's Minute Books

Category Description (Description of activity): Notes/record/journal/minutes of Superior Court proceedings created by the Clerk in accordance with RCW 2.32.050 and where not placed in individual case files. Includes minutes recorded on court calendars.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL65-01-09R1

Cutoff: Year end

Retention Period: PERMANENT

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Judicial Administration (Department of)-General Division-(ALL) All Sections

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-006

Category Title: Dockets - Superior Court

Category Description (Description of activity): Superior Court dockets that are kept for Superior Court case files.

Category Notes (Examples of records in this category): Excludes dockets for Juvenile Court case files.

Rule Number (DAN): CL65-01-08R1

Cutoff: Case closed

Retention Period: Permanent - contact King County Archives for appraisal 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes records covered more specifically elsewhere, including, but not limited to: Juvenile Court case files covered by CL50-28-10; Exhibits, which are covered by CL65-01-22; Juror records covered by CL2014-016, CL65-01-26 and/or CL65-01-27 and juror/witness cost bill records covered by CORE series GS2011-184; Legacy records covered in the Legacy section (beginning on page 18). Note: Per GR 31(j), "Individual juror information, other than name, is presumed to be private."

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival. 2 years after the cut-off date, contact the King County Archivist for appraisal and transfer of selected records. The Archives will permanently retain records appraised as archival. Records not selected as archival must be retained permanently by the office of record.

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Judicial Administration (Department of)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-007

Category Title: Depositions - Unpublished/Unopened

Category Description (Description of activity): Out-of-court oral testimony of witnesses reduced to writing for later use in court.

Category Notes (Examples of records in this category): This category should no longer be used.

Rule Number (DAN): CL65-01-16R1

Cutoff: Court order authorizing destruction of record(s) has been signed and entered

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-

Category Code Level 3: JSC-01-008

Category Title: Court Reporter Notes - Capital Offense

Category Description (Description of activity): Paper record or approved electronic storage of record of court proceedings, including audio and video records.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL65-01-12R1C

Cutoff: Death of defendant

Retention Period: 0 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes verbatim reports of proceedings received from lower courts/administrative forums (covered by CL65-01-08) and/or transferred to appellate court (covered by CL65-01-44). Pursuant to RCW 36.23.070, disposition of the records cannot take place until the court order authorizing destruction of record(s) has been signed and entered and 60 days' notice has been provided pursuant to SPRC 7. This rule with an "C" extension was created to provide a retention period specific for capital cases where the death penalty has been imposed - RW 7/18/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 02-Court Services - Juvenile

Category Code Level 3: JSC-01-009

Category Title: Social Files - Adult Services - Graduates

Category Description (Description of activity): Liaison documentation between Court and Drug Treatment Agencies. Clients are accepted to program in lieu of jail sentencing. These clients graduated from the program.

Category Notes (Examples of records in this category):

Rule Number (DAN): SS50-25-08

Cutoff: Case closed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 02-Court Services - Juvenile

Category Code Level 3: JSC-01-010**Category Title:** Social Files - Adult Services - Non-Graduates**Category Description (Description of activity):** Liaison documentation between Court and Drug Treatment Agencies. Clients are accepted to program in lieu of jail sentencing. These clients DID NOT graduate from the program.**Category Notes (Examples of records in this category):****Rule Number (DAN):** SS50-25-08**Cutoff:** Case closed**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections

Judicial Administration (Department of)-Finance Division-(ALL) All Sections

Judicial Administration (Department of)-General Division-(ALL) All Sections

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.**Category Code Level 2: 01-****Category Code Level 3: JSC-01-011****Category Title:** Jury List/Questionnaires - Master List**Category Description (Description of activity):** List of all persons eligible to serve as jurors who have been randomly selected for the jury pool.**Category Notes (Examples of records in this category):****Rule Number (DAN):** CL65-01-26R1**Cutoff:** When superseded**Retention Period:** 0 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:**

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-

Category Code Level 3: JSC-01-012

Category Title: Official Bond Files

Category Description (Description of activity): File containing official bonds of county officials; may include junior taxing district officials' bonds; clerk's bond is recorded in County Auditor's Office and filed in Treasurer's Office.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL65-01-33R1

Cutoff: Year end

Retention Period: Permanent

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-

Category Code Level 3: JSC-01-013

Category Title: Search Warrant Records

Category Description (Description of activity): Those sealed and unsealed files containing search warrant applications, returns, and other data.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL65-01-37R1

Cutoff: Date filed

Retention Period: 75 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Reference: AR 2.3 (c) Search and Seizure. "The sworn testimony may be an electronically recorded telephonic statement. The recording shall be a

part of the court record and shall be transcribed if requested by a party if there is a challenge to the validity of the warrant or if ordered by the court.." GR15(h)(5)
 "This subsection shall not prevent the routine destruction of court records pursuant to applicable preservation and retention schedules." WAC 434-662-040 "Electronic records must be retained in electronic format and remain usable, searchable and retrievable, and authentic for the length of the designated retention period."

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services
 Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 02-Court Services - Juvenile

Category Code Level 3: JSC-02-002

Category Title: Custody Investigations Juvenile Services

Category Description (Description of activity): Working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers including investigations for other jurisdictions.

Category Notes (Examples of records in this category):

Rule Number (DAN): SS50-28-02

Cutoff: Age 18

Retention Period: 5 years

Cross Reference: Previously JS50-28-02

Essential Record: No

Rule Status: Active

Rule Remarks: Reference RCW 26.09.220.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Superior Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 02-Court Services - Juvenile

Category Code Level 3: JSC-02-003

Category Title: Social Files - Juvenile Services

Category Description (Description of activity): Working files containing copies of court orders, medical/psychological reports, pre-sentence reports, probation officer's working reports, diversion files, and dependency documentation.

Category Notes (Examples of records in this category):**Rule Number (DAN):** SS50-28-13**Cutoff:** Birth date**Retention Period:** 23 years**Cross Reference:** Previously JS50-28-13**Essential Record:** Yes**Rule Status:** Active

Rule Remarks: PRIMARY:5 years beyond age of 18 except that Diversion files may otherwise be destroyed according to the provisions of RCW 13.50.050 (22) (a) See remarks;Reference RCWs 13.34, 13.50.050.22 and 13.50.100. Regarding Juvenile Diversion Files: RCW 13.50.050(22)(a)"Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement." The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL)
All Sections

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

King County Superior Court (IA)-General Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 02-Court Services - Juvenile

Category Code Level 3: JSC-02-004

Category Title: Guardian Ad-Litem Reports Juvenile Services

Category Description (Description of activity): Documentation maintained to substantiate recommendations made, conclusions drawn, and actions taken by guardians ad item as required by GAL 2(p). Excludes official report submitted to the court.

Category Notes (Examples of records in this category):**Rule Number (DAN):** SS50-28-08**Cutoff:** Case closed and individual reaches age 18**Retention Period:** 8 years**Cross Reference:** Previously JS50-28-08

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes official report submitted to the court, which is covered in the County Clerks and Superior Court Records Retention Schedule.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Superior Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-

Category Code Level 3: JSC-02-005

Category Title: Court Reporter Notes - Juvenile

Category Description (Description of activity): Paper record or approved electronic storage of record of court proceedings, including audio and video records.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL65-01-12R1A

Cutoff: Termination of case

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes verbatim reports of proceedings received from lower courts/administrative forums (covered by CL65-01-08) and/or transferred to appellate court (covered by CL65-01-44). Pursuant to RCW 36.23.070, disposition of the records cannot take place until the court order authorizing destruction of record(s) has been signed and entered. This rule with an "A" extension was created to provide a retention period specific for civil cases and juvenile court cases - RW 7/18/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Judicial Administration (DJA), Customer Information & Assistance (CIA)

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-02-006

Category Title: Juvenile Court Case Files

Category Description (Description of activity): Official documentation of all Juvenile Court proceedings and filings. Includes sealed records.

Category Notes (Examples of records in this category):

Rule Number (DAN): CL50-28-10

Cutoff: None

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes juvenile records destroyed earlier under any of the following circumstances: Notification of destruction eligibility received from the Administrative Office of the Courts (AOC) pursuant to RCW 13.50.050(17)(a) (see DAN CL2014-011); Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN CL2014-013); or, Court order received pursuant to RCW 13.50.050(18) (see DAN CL2014-012). Excludes juvenile "social files" covered in the Social Services Records Retention Schedule.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.

Category Code Level 3: LES-01-002

Category Title: Hearing Examiner Decisions

Category Description (Description of activity): Administrative appeals and applications heard by the Hearing Examiner. The evidentiary record, written testimony and other supporting documents are all considered part of the case file that is eventually returned to the agency.

Category Notes (Examples of records in this category): Examples of record series related to case files seen by the Hearing Examiner are: Land Division and Development Final Determination Files; Comprehensive Land Use Plan and Amendments; Shoreline Management Master Plan and Amendments; Code

Complaint and Violation Case Files; Right of Way Vacation Files and Open Space Tax Assessment. For information on how long these case files are kept, contact the agency who is responsible for retaining the case files. HEARING EXAMINER: Final decision is retained permanently and can be sent for permanent retention after 6 years in the Hearing Examiner's office. The case file is returned to the agency for permanent retention; AGENCY: Resultant case file is returned to the agency to be retained for the period of time that the type of case file dictates.

Rule Number (DAN): GS2011-174R1

Cutoff: Final disposition of case

Retention Period: Permanent - transfer to the King County Archives 6 years after cutoff date

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes records covered by GS2011-173, GS50-05A-13, GS2011-176 and GS2012-027.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 6 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Council (IA)-Hearing Examiner-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.

Category Code Level 3: LES-01-004

Category Title: Meetings - County Council

Category Description (Description of activity): Records document scheduled proceedings of each County Council meeting. May include: affidavit of mailing, posting, and publication of public notices, agendas/briefs/packets, minutes of official proceedings approved and signed, includes all referenced and attached documents, and records of public hearings.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-13R2

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: Yes

Rule Status: Active

Rule Remarks:**Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.**Category Code Level 2:** 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.**Category Code Level 3:** LES-01-005**Category Title:** Legislative Files - County Council**Category Description (Description of activity):** This category includes ordinances and motions approved by the King County Council. Legislative files may include ordinance or motion number, title, text, date, appropriate signatures, seal and supporting documentation.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-05A-16R1**Cutoff:** Year end**Retention Period:** Permanent - transfer to the King County Archives 2 years after cutoff date**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:****Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.**Category Code Level 2:** 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.**Category Code Level 3:** LES-01-006**Category Title:** Reports To Council

Category Description (Description of activity): All reports submitted to the King County Council. May also include annual messages of the chief executive officer.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule LES-01-006

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives 2 years after the cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This combo rule is made up of the following component rules: GS50-05A-04R1 and GS2012-028R1.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-

Category Code Level 3: LES-01-010

Category Title: Ferry District Meeting Files

Category Description (Description of activity): Agendas, packets, and briefings as well as other original records maintained for the King County Ferry District's Board of Supervisors. Records include, but are not restricted to: Agenda packets and related material including audio/visual recordings of meetings; correspondence; meeting minutes; documents produced by the Board such as reports, policy drafts, transmittals to other governing bodies. Notes: Members personal notes, memos, and correspondence may be retained according to ACO-01-001, General Office Communications and Staff Meetings.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-13R2

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County

Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-

Category Code Level 3: LES-01-011

Category Title: Ferry District Legislative Files

Category Description (Description of activity): Resolutions approved and enacted by the King County Ferry District Board. Files may include final resolution and supporting documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-16R1

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

FERRY DISTRICT-GENERAL-(ALL) ALL SECTIONS

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-

Category Code Level 3: LES-01-012

Category Title: Flood Control District Legislative Files

Category Description (Description of activity): Resolutions approved and enacted by the King County Flood Control District Board of Supervisors. Files may include final resolution and supporting documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-16R1

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:**Essential Record:** Yes**Rule Status:** Active**Rule Remarks:****Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**

Flood District-General-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.**Category Code Level 2:** 01-**Category Code Level 3:** LES-01-013**Category Title:** Flood Control District Meeting Files**Category Description (Description of activity):** Agendas, packets, and briefings, as well as other original records maintained for the King County Flood Control District Board and Executive Committee. Records include, but are not restricted to: Agenda packets and related materials including audio/visual recordings of meetings; correspondence; meeting minutes; documents produced by the Board such as reports, policy drafts, transmittals to other governing bodies.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-05A-13R2**Cutoff:** Year end**Retention Period:** Permanent - transfer to the King County Archives 2 years after cutoff**Cross Reference:** Currently a part of Combo Rule LES-01-005**Essential Record:** Yes**Rule Status:** Active**Rule Remarks:****Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**

Flood District-General-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.**Category Code Level 2:** 01-**Category Code Level 3:** LES-01-014

Category Title: Board of Health - Legislative/Meeting Files

Category Description (Description of activity): Records are Board of Health resolutions, rules, regulations and/or motions passed by the Board of Health. Meeting packets may include legislation, meeting materials and supporting documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule LES-01-005A

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives quarterly

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This combo rule is made up of the following component rules: GS50-05A-16R1 and GS50-05A-13R2.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives quarterly. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-

Category Code Level 3: LES-01-015

Category Title: Forecast Council - Legislative/Meeting Files

Category Description (Description of activity): Records document meetings held by the King County Forecast Council, composed of representatives from the executive branch and King County Council, tasked to oversee the work of the Office of Economic and Financial Analysis, review and adopt forecasts, and propose the undertaking of special studies needed for budget development. Meeting files may include agendas, meeting minutes, presentation materials, reports, etc. Files also include resolutions approved and enacted by the King County Forecast Council which may include final resolution and supporting documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule LES-01-005A

Cutoff: Year end

Retention Period: Permanent - transfer to the King County Archives quarterly

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This combo rule is made up of the following component rules: GS50-05A-16R1 and GS50-05A-13R2.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives quarterly. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 02-Boards, Councils, and Committees: The activity of documenting the business of advisory bodies and the administrative arrangements and support provided them.

Category Code Level 3: LES-02-002

Category Title: Ordinance, Motion and Resolution Development and Transmittal Files

Category Description (Description of activity): Documentation of the analysis and development of ordinances, resolutions and motions submitted for the approval by the agency's governing council, commission, or board. Examples include transmittals prepared for and sent to Council.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-25R1

Cutoff: Approval or decision not to proceed

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services

Executive Services (Department of) -Finance and Business Operations-(DIR)

Director's Office
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Executive's Office-(EO) Executive's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Information Technology-Business and Finance Support-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste(DIR) Director's Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 03-Lobbyist and External Regulation: The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.
Category Code Level 3: LES-03-001 Category Title: Lobbyist Disclosure Reporting Category Description (Description of activity): Quarterly reports to the Washington State Public Disclosure Commission relating to lobby activities by the

agency. Used to document lobby activities with RCW 42.17. May include Public Disclosure forms L-5 or their electronic equivalent.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-028R1

Cutoff: Report or document submitted

Retention Period: 6 years

Cross Reference: Currently a part of Combo Rule LES-01-005

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Civil Rights & Open Government- (ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 03-Lobbyist and External Regulation: The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.

Category Code Level 3: LES-03-002

Category Title: Election and Lobbyist Disclosure Complaint and Investigation Files

Category Description (Description of activity): Records document financial contributions, in kind contributions and activities related to political campaigns, lobbyists and King County Elections Division as required by King County Code. Includes but not limited to documentation of monitoring, investigations, hearings, judgments and penalties.

Category Notes (Examples of records in this category): Excludes final reports resulting from complaints or investigations, see category ACO-02-004 (Reporting/Filing Mandatory - Agency Management).

Rule Number (DAN): GS50-01-09R1

Cutoff: End of year in which the issue was resolved

Retention Period: 3 Years

Cross Reference: Currently a part of Combo Rule ACO-01-002

Essential Record: No

Rule Status: Active

Rule Remarks: The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original

request along with the response.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Operations-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 03-Lobbyist and External Regulation: The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.

Category Code Level 3: LES-03-003

Category Title: External Legislation

Category Description (Description of activity): Records that document the functions in King County to monitor and comment on external legislative issues that affect King County. Also includes legislation promoted by King County to external legislative bodies either directly or through lobbyists. Records include, but are not limited to: Analysis, comments from affected agencies, final approved position documents.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-12R3

Cutoff: year end

Retention Period: 2 years

Cross Reference: Currently a part of Combo Rule ACO-01-002

Essential Record: No

Rule Status: Active

Rule Remarks: Includes all communication types, regardless of format: Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: Agency-initiated information/advice; Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member; Requests for and provision of information/advice. Excludes: Non-executive communications covered by DAN GS2010-001; Public records requests covered by DAN GS2010-014; The provision of routine information covered by DAN GS50-02-01.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of)-Director's Office-(DIR) Executive Services

Director's Office
King County Council-Administration-(ALL) All Sections
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: LGL-01-001</p> <p>Category Title: Litigation Case Files</p> <p>Category Description (Description of activity): Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.</p> <p>Category Notes (Examples of records in this category): This category should only be used for the primary copy of the litigation case files. Excludes secondary copies of records held by other agencies.</p> <p>Rule Number (DAN): GS53-02-04R1</p> <p>Cutoff: Case closed</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Note: Primary copies of official court documentation are held permanently by the Clerk of the Superior Court, or ten years by the District or Municipal Court Administrator.</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-

CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(SBOS) Strategic Business Operations Section
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
Category Code Level 3: LGL-01-004

Category Title: Civil Client Representation Files

Category Description (Description of activity): Real estate documents, contract, memoranda, correspondence, client advice, public disclosure, and transactional documents.

Category Notes (Examples of records in this category): Also includes reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.

Rule Number (DAN): GS52-07-03

Cutoff: Termination of contract with client

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This series has been assigned a retention period of 10 years after termination of client contract to reflect the statute of limitations on actions handled by the Prosecuting Attorney's Office.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section

Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section

Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the

county's legal affairs regarding juvenile criminal cases.

Category Code Level 3: LGL-02-001

Category Title: Juvenile Criminal Case Files - Sexual Offenses and Special (Major) Case Convictions

Category Description (Description of activity): Criminal case files for juvenile offenses and diversions for convictions of sexual offenses and special or major cases. Records are limited to situations where the local government agency has developed procedures for the routine destruction of certain records in accordance with RCW 13.50.050(22) and where the records have not already been destroyed in accordance with another current, approved disposition authority.

Category Notes (Examples of records in this category): This category is only for Juvenile Criminal Case Files for convictions of sexual offenses or special/major cases. Excludes other Class A felony convictions (see category LGL-02-002); Class B felony convictions (see category LGL-02-004) and Class C felony convictions, misdemeanors, gross misdemeanors and dismissed or acquitted cases (see category LGL-02-003).

Rule Number (DAN): AT2013-006A

Cutoff: End of birth year

Retention Period: 58 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.

Category Code Level 3: LGL-02-002

Category Title: Juvenile Criminal Case Files - Class 'A' Felony Convictions

Category Description (Description of activity): Criminal case files for juvenile offenses and diversions for convictions of Class A felonies. Records are limited to situations where the local government agency has developed procedures for the routine destruction of certain records in accordance with RCW 13.50.050(22) and where the records have not already been destroyed in accordance with another current, approved disposition authority.

Category Notes (Examples of records in this category): This category is only for Juvenile Criminal Case Files for convictions of Class A felonies. Excludes sexual offense or special/major case felony convictions (see category LGL-02-001); Class B felony convictions (see category LGL-02-004) and Class C felony convictions, misdemeanors, gross misdemeanors and dismissed or acquitted cases (see category LGL-02-003).

Rule Number (DAN): AT2013-006B

Cutoff: End of birth year

Retention Period: 38 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.

Category Code Level 3: LGL-02-003

Category Title: Juvenile Criminal Case Files - All Other Cases

Category Description (Description of activity): Criminal case files for juvenile offenses and diversions for convictions of Class F felonies; Misdemeanors; Gross misdemeanors; Cases dismissed and Acquittals. Records are limited to situations where the local government agency has developed procedures for the routine destruction of certain records in accordance with RCW 13.50.050(22) and where the records have not already been destroyed in accordance with another current, approved disposition authority.

Category Notes (Examples of records in this category): This category is only for Juvenile Criminal Case Files for convictions of Class C felonies, misdemeanors, and gross misdemeanors; and cases dismissed or acquittals. Excludes felony convictions of sexual offenses or special/major cases (see category LGL-02-001); other Class A felony convictions (see category LGL-02-002); Class B felony convictions (see category LGL-02-004).

Rule Number (DAN): AT2013-006

Cutoff: End of birth year

Retention Period: 23 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.

Category Code Level 3: LGL-02-004

Category Title: Juvenile Criminal Case Files - Class 'B' Felony Convictions

Category Description (Description of activity): Criminal case files for juvenile offenses and diversions for convictions of Class B felonies. Records are limited to situations where the local government agency has developed procedures for the routine destruction of certain records in accordance with RCW 13.50.050(22) and where the records have not already been destroyed in accordance with another current, approved disposition authority.

Category Notes (Examples of records in this category): This category is only for Juvenile Criminal Case Files for convictions of Class B felonies. Excludes convictions of sexual offenses and special/major cases (see category LGL-02-001); Class A felony convictions (see category LGL-02-002); and Class C felony convictions, misdemeanors, gross misdemeanors and dismissed or acquitted cases (see category LGL-02-003).

Rule Number (DAN): AT2013-006C

Cutoff: End of birth year

Retention Period: 28 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes the notification of eligibility and the records documenting the destruction of the juvenile records, which are covered by CORE series GS50-09-06, Destruction of Public Records.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile

Category Code Level 1: LGL-Legal Management: The functions related to litigation

and legal opinions.

Category Code Level 2: 03-Legal Affairs: The activity of managing the County's legal affairs, including litigation and legal advice.

Category Code Level 3: LGL-03-001

Category Title: Legal Issues and Advice Files

Category Description (Description of activity): Documentation regarding legal advice from agency attorneys, summaries of judgments against the agency, etc. These documents are primarily kept as reference files.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS53-02-05

Cutoff: When obsolete or superseded

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The archival designation of this rule was changed from not archival to potentially archival per the request of Carol Shenk, the County Archivist - RW 8/21/2013.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 03-Legal Affairs: The activity of managing the County's legal affairs, including litigation and legal advice.

Category Code Level 3: LGL-03-002

Category Title: Legal Opinions

Category Description (Description of activity): Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS53-02-03R1

Cutoff: Year end

Retention Period: Permanent - contact the King County Archivist for appraisal 2 years after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival. 2 years after the cut-off date, contact the King County Archivist for appraisal and transfer of selected records. The Archives will permanently retain records appraised as archival. Records not selected as archival must be retained permanently by the office of record.

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section

Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section

Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 03-Legal Affairs: The activity of managing the County's legal affairs, including litigation and legal advice.

Category Code Level 3: LGL-03-003

Category Title: Evictions, Liens, Foreclosures, Condemnations

Category Description (Description of activity): Records relating to disputes involving real property and/or facilities owned or maintained by the agency where litigation has not commenced. Includes actions taken (including, debt forgiveness). Includes all activities and actions, such as: collections, vacation of premises, property liens (and releases), foreclosure of deeds and mortgages, condemnation/eminent domain. Excludes encroachments. Includes but is not

limited to: correspondence, research, invoices/billing statements, proof of mailing, copies of title reports, certificates of delinquency, notices of summons.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05A-09R2

Cutoff: Matter resolved

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate

Category Code Level 1: LGL-

Category Code Level 2: 03-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.

Category Code Level 3: LGL-03-004

Category Title: Inquest Requests

Category Description (Description of activity): Records used to document the process of requesting a formal inquest into deaths if it is suspected that the death of a person warrants further legal investigation beyond the services of the Medical Examiner's Office; including deaths of law enforcement officers. Includes, but is not limited to: original request for inquest, information/evidence gathered, request from the Prosecuting Attorney's Office to the County Executive, formal decision letter from the County Executive, referral from County Executive to Presiding Judge of Superior Court or District Court.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-12R3

Cutoff: year end

Retention Period: 2 years

Cross Reference: Currently a part of Combo Rule ACO-01-002

Essential Record: No

Rule Status: Active

Rule Remarks: Includes all communication types, regardless of format: Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: Agency-initiated information/advice; Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member; Requests for and provision of information/advice. Excludes: Non-executive communications covered by DAN GS2010-001; Public records requests

covered by DAN GS2010-014; The provision of routine information covered by DAN GS50-02-01.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Executive's Office-(EO) Executive's Office

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 04-Legal Social Services

Category Code Level 3: LGL-04-001

Category Title: Family Law Files - Paternity Case Files

Category Description (Description of activity): Paternity Case Files

Category Notes (Examples of records in this category):

Rule Number (DAN): AT52-07-09CR1

Cutoff: Entry of last order or date youngest child reaches age 18

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period has been raised from 3 years to 10 years as requested by Vicki Kahler and Kathleen O'Brien of PAO-FSD; so that the retention period aligns with the statute of limitations as described in RCW 4.16.020 - RW 10/15/2013. Note: Per RCW 4.16.020, the statute of limitations for commencement of action for the collection of past due child support is 10 years after the youngest child named in the child support order reaches age 18. Note: Per RCW 4.16.360, there is no limitation for initiating legal action for the determination of paternity.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 05-Adult Criminal Case Files

Category Code Level 3: LGL-05-001

Category Title: Criminal Case Files - Adults - Prosecuting Attorney

Category Description (Description of activity): Felony case files adjudicated in King County Superior Court. Contains working copies of items in official court of

record and police files, plus notes, correspondence, and other documents related to prosecution of felonies.

Category Notes (Examples of records in this category): Excludes case files for homicides, persistent offenders, sex offenses and other Class A felonies designated by the Prosecuting Attorney's Office as requiring longer retention - see category LGL-05-007.

Rule Number (DAN): Combo Rule LGL-05-001

Cutoff: Sentencing

Retention Period: 20 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This combination rule was created in accordance with the August 2011 Service Level Agreement between Department of Executive Services/Records and Licensing Services Division/Archives, Records Management and Mail Services Section (ARMMS) and the Prosecuting Attorney's Office - Criminal Section (PAO) - RW 2/10/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections

Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration

Prosecuting Attorney Office (IA)-Criminal Division-(District Court)

Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 05-Adult Criminal Case Files

Category Code Level 3: LGL-05-003

Category Title: Fraud Felony Case Files - Superior Court

Category Description (Description of activity): Case files unique to fraud cases adjudicated in Superior Court. Includes, but is not limited to: copies of police reports, discovery documents, attorneys' notes and pleadings.

Category Notes (Examples of records in this category):

Rule Number (DAN): AT52-07-04AR1

Cutoff: Sentencing

Retention Period: 20 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration

Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud

Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 05-Adult Criminal Case Files

Category Code Level 3: LGL-05-007

Category Title: Criminal Case Files - Adults - Prosecuting Attorney - Homicides, Persistent Offenders and Sex Offenses - Class A Felonies

Category Description (Description of activity): Case files of Class A Felonies adjudicated in King County Superior Court relating to homicides, persistent offenders and sex offences. Contains working copies of items in official court record and police files, plus notes, correspondence, and other documents related to prosecution of felonies.

Category Notes (Examples of records in this category): Excludes case files that are not for homicides, persistent offenders or sex offenses - see category LGL-05-001.

Rule Number (DAN): AT52-07-04AR1A

Cutoff: Sentencing

Retention Period: 75 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with a "A" extension was created to provide a longer retention period for sex offences, homicides and persistent offenders as designated by the King County Prosecuting Attorney in the August 2011 Service Legal Agreement. Please reference RCW 40.14.070.2 Class A Felony Sex Offenses under RCW 9A.44, Homicide Class A Felony under RCW 9A.32, Persistent Offenders RCW 9.94A.570.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration

Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.**Category Code Level 2:** 05-**Category Code Level 3:** LGL-05-008**Category Title:** Notorious/Historically Significant Criminal Case Files**Category Description (Description of activity):** Records relating to the prosecution of adults and/or juveniles whose cases have gained contemporary public notoriety or significance (as defined by the agency). Cases may include civil, criminal, juvenile offender, acquittals on grounds of insanity (RCW10.77.080), etc.**Category Notes (Examples of records in this category):****Rule Number (DAN):** AT2013-009**Cutoff:** When case meets minimum retention requirements as determined by type and class of case.**Retention Period:** Permanent - transfer to the King County Archives 2 years after cutoff date**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes juvenile records destroyed under the following circumstances: Notification of destruction eligibility received from the juvenile court pursuant to RCW 13.50.050(17)(a) (see DAN AT2013-004); Notification of pardon received from the Office of the Governor pursuant to RCW 13.50.050(17)(b) (see DAN AT2013-007); or, Court order received pursuant to RCW 13.50.050(18) (see DAN AT2013-005). Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Legal Case Files.**Archival Status:** Archival**Archival Remarks:** These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.**Department, Division, Sections (DDS) with access to this category:**

Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration

Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.**Category Code Level 2:** 05-

Category Code Level 3: LGL-05-009**Category Title:** Criminal Case Files - Other**Category Description (Description of activity):** Records relating to the prosecution of adults charged with misdemeanors or gross misdemeanors as defined by RCW 9A.20.020, and any/all criminal cases which do not result in a conviction. Cases include: Misdemeanors and gross misdemeanors; Dismissals and acquittals (any/all charges); Declined to prosecute (any/all charges); Pre-prosecution diversions. Includes, but is not limited to: Pleadings, memoranda, briefs, declarations, discovery materials, reports, notes, trial notebooks, exhibits, and correspondence (regardless of format).**Category Notes (Examples of records in this category):** Excludes criminal case files for felony convictions.**Rule Number (DAN):** AT2013-003**Cutoff:** Judgment, sentencing, dismissal, acquittal, completion of deferral/diversion contract, or decline to prosecute, whichever is later**Retention Period:** 3 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration

Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud

Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.**Category Code Level 2: 01-Vehicle Licensing:** The activity around issuing licenses related to vehicles, including taxi and for-hire licenses.**Category Code Level 3: LIC-01-001****Category Title:** Taxicab and For-Hire Vehicle License Files**Category Description (Description of activity):** Taxicab license application package for annual renewal, change of owner, change of equipment, change of association, and change of number. Includes taxicab license files for King County as provided by a 1995 cooperative agreement. Application packet includes: license application, vehicle registration, for-hire certificate, safety inspection report issued by ASE-certified mechanic, and evidence of insurance (policy declarations, endorsement, binders). May also include: taxicab license, release of interest, power of attorney authorization, license action forms (suspension, revocation, denial). Records may be contained in database or hard copy.**Category Notes (Examples of records in this category):** Excludes denied

applications, see category LIC-01-004 (Taxicab Applications Denied).

Rule Number (DAN): LP50-12D-25

Cutoff: expiration of license/permit

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Potentially Archival value

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(LIC)
Licensing

Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.

Category Code Level 2: 01-Vehicle Licensing: The activity around issuing licenses related to vehicles, including taxi and for-hire licenses.

Category Code Level 3: LIC-01-002

Category Title: Vehicle/Vessel Licensing and Permitting

Category Description (Description of activity): Records documenting the the licensing and permitting of vehicles and vessels in accordance with RCW 46.01.140 and where data is transmitted to and retained by the Department of Licensing. Includes, but is not limited to: vehicle/vessel title and registration applications (including supporting documentation, monthly gross weight receipts, etc.); vehicle/vessel permits (trip, fuel, 45 day NRM, 3-60-90, off-road vehicle (ORV); 15 day temporary use, no-fee/transit etc.); inventory and reconciliation (certification, batch receipts, batch insufficient reports, assignments and disassignments, monthly reports and verifications, end of day work station recaps, etc.); shipping document lists (title, non-title); dishonored check letters, restitution receipts, etc.; Department of Licensing reports (internal audit, etc.).

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03D-20R1

Cutoff: Submittance of records to the Department of Licensing

Retention Period: 18 months

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.
Category Code Level 2: 01-Vehicle Licensing: The activity around issuing licenses related to vehicles, including taxi and for-hire licenses
Category Code Level 3: LIC-01-003 Category Title: Taxicab/For-Hire Industry Enforcement Records Category Description (Description of activity): Taxicab/For-Hire inspection records including: taxicab safety inspections and taximeter tests. Records include taxicab field enforcement logs, notice of violation forms (association, owner, driver), summary suspension forms, license action forms, passenger complaints and decisions on appeal. Category Notes (Examples of records in this category): Rule Number (DAN): LP50-12D-26 Cutoff: Completion of suspension Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.
Category Code Level 2: 01-Vehicle Licensing: The activity around issuing licenses related to vehicles, including taxi and for-hire licenses
Category Code Level 3: LIC-01-004 Category Title: Taxicab Applications Denied Category Description (Description of activity): Taxicab/For-Hire applications denied. File may include but not limited to: police reports, records documenting the reason for denial, certified letters notifying applicant of their rights, appeal letters and documentation relating to the appeal process. Category Notes (Examples of records in this category): Rule Number (DAN): LP50-12D-25A

Cutoff: Denial of application

Retention Period: 20 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was provided to a longer retention period for denied applications as requested by the agency. The state rule is potentially archival, but this rule was changed to non-archival because the County Archivist deemed them not archival - RW 10/2/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(LIC)
Licensing

Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.

Category Code Level 2: 02-Other Licensing: The activity around issuing licenses related to non-business and non-vehicle licenses.

Category Code Level 3: LIC-02-001

Category Title: Passport Application Transmittals - Separate Receipt Issued

Category Description (Description of activity): Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, provided that a separate receipt is issued for the execution fee.

Category Notes (Examples of records in this category):

Rule Number (DAN): LP2010-022

Cutoff: Year End

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(Recorders)
Recorders Office

Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.

Category Code Level 2: 03-Business Licensing: The activity around issuing licenses to

businesses

Category Code Level 3: LIC-03-002**Category Title:** Business Licenses - Regulatory and Personal**Category Description (Description of activity):** Applications for businesses operating within King County's jurisdiction that need to be regulated (i.e. occupations, professional or personal licenses). Files may include applications, background checks, appeals, hearings, suspensions and photographs.**Category Notes (Examples of records in this category):****Rule Number (DAN):** LP50-12D-12**Cutoff:** Expiration of license**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Records and Licensing Services-(LIC)
LicensingPublic Health (Department of)-Environmental Health Services Division-(ALL) All
Sections**Category Code Level 1: LIC-Licensing Management:** The functions related to the issuing of licenses**Category Code Level 2: 03-****Category Code Level 3: LIC-03-003****Category Title:** Hobby Kennel Licenses**Category Description (Description of activity):** Hobby kennel, noncommercial kennel licenses issued by the King County Licensing Services Section. Records may include hobby kennel applications, annual inspections, individual permits, monthly logs etc. Excludes all other kennel or animal licenses issued by other King County divisions.**Category Notes (Examples of records in this category):****Rule Number (DAN):** AN50-10B-11R1**Cutoff:** Expiration of license**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(LIC) Licensing
Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.
Category Code Level 2: 03-
Category Code Level 3: LIC-03-004 Category Title: Animal Facility and Business Licenses Category Description (Description of activity): Records used to document the inspections and licenses for pet or animal-related facilities or businesses, including pet shops, groomers, mobile groomers, pet food retailers and pet daycares. Includes, but is not limited to: incoming and outgoing correspondence, completed application to operate showing payment received, complaints, business plans, and inspections. Category Notes (Examples of records in this category): Excludes hobby kennel licenses, see category LIC-03-003. Rule Number (DAN): AN50-10B-11R1 Cutoff: Expiration of license Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.
Category Code Level 2: 01-Permits: The activity of granting land use and building permits.
Category Code Level 3: LUD-01-001 Category Title: Conditional/Special Use Permits Category Description (Description of activity): Conditional and special use permits granting permission to use King County property. Category Notes (Examples of records in this category): Rule Number (DAN): LU50-16B-04 Cutoff: Life of agency

Retention Period: 0 years
Cross Reference:
Essential Record: Yes
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 01-Permits: The activity of granting land use and building permits.

Category Code Level 3: LUD-01-002

Category Title: Right-of-Way Use Permits/Utility Permits

Category Description (Description of activity): Right-of-way use permits or utility permits allowing utility construction work by franchised utilities, telephone companies, and Metro Transit on King County road rights-of-way.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-22

Cutoff: Termination of permit

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This records series is non-archival on the state schedule but was designated as archival on August 31, 2010 by Deborah Kennedy, King County Archivist. This series was reappraised as non-archival on 6/6/2014 by Carol Shenk, County Archivist - RW 6/6/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Transportation (Department of)-Transit-(OPS) Transit Operations

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 01-Permits: The activity of granting land use and building permits.

Category Code Level 3: LUD-01-004

Category Title: Temporary Permits

Category Description (Description of activity): Moving, log hauling, demolition, blasting, right of way use, et al.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-18

Cutoff: Conclusion of permit

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Transportation (Department of)-Road Services-(ENGR) Engineering

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 01-

Category Code Level 3: LUD-01-005

Category Title: Clearing and Grading Permits

Category Description (Description of activity): Records document the review, approval or denial process for County issued clearing and grading permits through Department of Permitting and Environmental Review (DPER).

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-18A

Cutoff: Final determination

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule with an "A" extension was added to provide a longer retention period for clearing and grading permits, as requested by Lisa Mankin. The code for this rule was previously LU50-11-24B. - RW 1/3/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 01-

Category Code Level 3: LUD-01-006

Category Title: Shoreline Substantial Development Permits

Category Description (Description of activity): Permit materials used to ensure development along shorelines is consistent with the goals and policies of the County's Shoreline Master Program. May include pre-application meeting summaries, waiver forms, plat certificates or title reports, land use permit master application forms, environmental checklists, project narratives, neighborhood detail maps, landscape plans, site plans, geotechnical reports, engineering reports, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-15

Cutoff: Life of approved activity

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic

preservation, and governmental boundaries.

Category Code Level 2: 01-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-01-007

Category Title: Building Construction and Modification Permit Files (Valid)

Category Description (Description of activity): Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-05

Cutoff: Life of building

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 02-Code Compliance: The activity of enforcing compliance with land use and building permits issued by King County

Category Code Level 3: LUD-02-003

Category Title: Drainage and Water Quality Complaint and Investigation Files

Category Description (Description of activity): Complaints filed by citizens regarding drainage and surface water quality conditions in areas of agency jurisdiction.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT50-27-04

Cutoff: Resolution of complaint

Retention Period: 6 Years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan, State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-001

Category Title: King County Comprehensive Plan

Category Description (Description of activity): Final version of the adopted King County Comprehensive Plan. The Comprehensive Plan, required by the State Growth Management Act (GMS), provides guidance for public officials, public direction, and a framework for other plans, policies, and regulations. The Comprehensive Plan is the guiding policy document for all land use and development regulations in unincorporated King County, and for regional services which support land use, such as transit, sewers, parks, trails and open space.

Category Notes (Examples of records in this category): Records include, but are not limited to: Final adopted Comprehensive Plan; Final Draft of the four-year cycle review; even-year significant amendments (permissible through KCC 20.18.020); significant drafts: Public Review Draft and Executive Recommended Draft; other inclusive elements of the plan: Land Use and Area Zoning Map Amendments; Technical Appendices; attachments; SEPA/EIS Documentation. Plan required by King County Code 2.20, Performance Management and Accountability System; the Washington State Growth Management Act, RCW 36.70; and the Countywide Planning Policies. Excludes plan development update and review records, annual amendments and docket records. Also excludes SEPA and EIS development records.

Rule Number (DAN): LU50-16-01

Cutoff: When repealed or superseded

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-002

Category Title: Shoreline Management Master Plan and Amendments

Category Description (Description of activity): This category represents records created, received and used in the process of managing the Shoreline Management Master Plan for the county. Records may include but not limited to: Plan and amendments to plan. Maps, drawings, photographs that provide the official representation of the Shoreline Management Master Plan, critical area delineations, zoning boundaries and shoreline management boundaries.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-16-05

Cutoff: Date of last action

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-003

Category Title: Zoning and Land Use Exceptions/Waivers

Category Description (Description of activity): This category represents records created, received and used in the process of managing the county zoning and land use laws. Records may include but not limited to: Approvals/Decisions, Maps, drawings, photographs.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-21

Cutoff: Life of the agency

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-004

Category Title: SEPA (State Environmental Policy Act) Determinations

Category Description (Description of activity): Records that document determinations of significance or nonsignificance by the county, in compliance with

the State Environmental Policy Act (SEPA), to determine whether an Environmental Impact Statement (EIS) is necessary. Also includes Mitigated Determinations of Nonsignificance (MDNS).

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-13

Cutoff: End of life of the agency

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan, State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-005

Category Title: Approved Construction Drawings, Plans, Specifications

Category Description (Description of activity): Approved Commercial and Residential building plans including architectural, landscaping, structural, and civil engineering plans. Plans show building compliance with international Code regulations such as Building, fire, mechanical, energy, zoning, parking, drainage etc. Plans may also include correction sheets, framing plans, building and wall sections, and elevations.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-03

Cutoff: Completion of project

Retention Period: 90 days

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan, State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-006

Category Title: Land Division and Development Final Determination Files

Category Description (Description of activity): Documents of final official action determining land division and development conditions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.

Category Notes (Examples of records in this category):

Rule Number (DAN): LU50-11-11

Cutoff: Year end

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Permitting and Environmental Review (Department of)-General Division-(ALL)
All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-**Category Code Level 3:** LUD-03-007**Category Title:** SEPA (State Environmental Policy Act) Environmental Impact Statements**Category Description (Description of activity):** Environmental Impact Statements (EIS) submitted to the county as part of its building code enforcement duties, in compliance with SEPA (State Environmental Policy Act).**Category Notes (Examples of records in this category):****Rule Number (DAN):** LU50-11-17**Cutoff:** End of approved activity**Retention Period:** 2 years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:** The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.**Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:****Category Code Level 1:** LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.**Category Code Level 2:** 05-Governmental Boundaries: The activity around managing governmental jurisdictional boundaries**Category Code Level 3:** LUD-05-001**Category Title:** Jurisdictional Boundary Change Files - Development**Category Description (Description of activity):** Records relating to the development and/or proposal of modifications/changes to the agency's jurisdictional boundary (including annexation or incorporation). Includes requests, proposals, process documentation, related communications, etc.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS52-03A-05R1**Cutoff:** Proposal approved, denied or upon decision not to proceed**Retention Period:** 2 years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:** The information in this records series should be protected from

loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
SECONDARY: Either affected jurisdiction or decision maker retains - Destroy when maps and reference files are updated

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Council-Clerk Office-Central Staff-ALL

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 05-

Category Code Level 3: LUD-05-002

Category Title: Jurisdictional Boundary Change Files - Official

Category Description (Description of activity): Official documentation of the agency's legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency's jurisdiction. Records may include, but are not limited to: Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; Surveys, land survey field books; Geological data/geotechnical reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-16-09R1

Cutoff: Adoption of boundary change

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Boundary Review Board-General-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-001

Category Title: Labor Agreement Administration

Category Description (Description of activity): Records related to administration and modification of labor agreements. Includes grievances filed by the union on behalf of union members.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-11R3

Cutoff: Completion of transaction or termination/expiration of instrument.

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes contracts & agreements covered more specifically in CORE or sector schedules such as: Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); Other bond, grant and levy project contracts and agreements covered by GS2011-183; Public records transfer agreements with Washington State Archives covered by GS2010-021. The cutoff date has been amended to allow for the release of any performance bonds/insurance and/or the completion of a federal audit before the contract is terminated. Description and title updated per CORE Revision 2.2 (CO 12/21/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Executive Office-Office of Labor Relations-(ALL) All Sections

King County Information Technology-Human Resources-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-002

Category Title: Labor Agreements

Category Description (Description of activity): Official labor agreement as approved by King County Council ordinance. Includes wage addendum.

Category Notes (Examples of records in this category): Excludes labor agreements held by Office of Labor Relations (OLR), see category PER-01-007.

Rule Number (DAN): GS50-01-50

Cutoff: Termination of Contract

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: ESSENTIAL RECORD - Needs security backup -- The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-01-001 and PER-01-002.

Archival Status: Not Archival

Archival Remarks: 06/23/2009 The King County Archivist appraised this record series and determined the records to be "not archival".

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-003

Category Title: Union Arbitration and Litigation Records

Category Description (Description of activity): Records that document disputes

between the county and unions settled through arbitration. Includes Personnel Board hearings and Public Employment Relations Commission (PERC) hearings.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04E-06

Cutoff: Resolution

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: NOTE1: The retention period for this record series has been increased from 6 to 10 years. This change accommodates the occasional litigation case related to employment handled by Labor Relations. See GS53-02-04, Litigation Case Files. NOTE2: Cutoff date was changed from "Settlement" to "Resolution" to better describe the final action that triggers the retention period to start counting. This rule assigned to PER-01-003 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-004

Category Title: Labor Agreement Negotiation, Implementation and Compensation Management

Category Description (Description of activity): Documents the business activity of negotiation, implementation and compensation for labor agreements.

Category Notes (Examples of records in this category): Can include; copies of compensation and benefit surveys, reports and analysis. Correspondence between internal and external agencies for example, Joint Labor Insurance Management Committee for the purpose of receiving input into the development of labor agreements. Excludes records held by Office of Labor Relations (OLR), see category PER-01-006.

Rule Number (DAN): GS50-04E-04

Cutoff: Until approval of negotiated agreement

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The state required these records to be held only until approval of the negotiated agreement. However, the County has a 6 year retention period for these records. For the King County Executive's Office and the Office of Labor Relations, use DAN GS50-04E-04B

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: 01-PER

Category Code Level 2: 005-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-005

Category Title: Labor Agreement Administration - Office of Labor Relations

Category Description (Description of activity): Records that document the activity of administering a labor agreement. Includes but is not limited to: Correspondence and interpretive guidance regarding contract terms.

Category Notes (Examples of records in this category): Excludes records held by agencies other than Office of Labor Relations (OLR), see category PER-01-001 for labor agreement administration records held by other agencies.

Rule Number (DAN): GS50-01-11R3

Cutoff: Completion of transaction or termination/expiration of instrument.

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes contracts & agreements covered more specifically in CORE or sector schedules such as: Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); Other bond, grant and levy project contracts and agreements covered by GS2011-183; Public records transfer agreements with Washington State Archives covered by GS2010-021. The cutoff date has been amended to allow for the release of any performance bonds/insurance and/or the completion of a federal audit before the contract is terminated. Description and title updated per CORE Revision 2.2 (CO 12/21/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Category Code Level 1: PER-

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-006

Category Title: Labor Agreement Negotiation, Implementation and Compensation Management - Office of Labor Relations

Category Description (Description of activity): Records that document the activity of negotiation, implementation and compensation for labor agreements. Includes but is not limited to: Copies of compensation and benefit surveys, reports and analysis; Correspondence between internal and external agencies (for example, Joint Labor Insurance Management Committee for the purpose of receiving input into the development of labor agreements).

Category Notes (Examples of records in this category): Excludes records held by agencies other than Office of Labor Relations (OLR), see category PER-01-004.

Rule Number (DAN): GS50-04E-04A

Cutoff: Until approval of negotiated agreement

Retention Period: 60 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a longer retention period for records held by the Office of Labor Relations. The state retention is "until approval of negotiated agreement". However, Office of Labor Relations (OLR) copies are used for long term labor negotiation purposes, so the retention of these was raised to 60 years - RW 10/31/2014.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Category Code Level 1: 01-PER

Category Code Level 2: -Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-007

Category Title: Labor Agreements - Office of Labor Relations

Category Description (Description of activity): Official labor agreement as approved by King County Council ordinance. Includes wage addendum.

Category Notes (Examples of records in this category): Excludes labor agreements held by other agencies, see category PER-01-002.

Rule Number (DAN): GS50-01-50A

Cutoff: Termination of Contract

Retention Period: 60 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to provide a longer retention than the state minimum because Office of Labor Relations (OLR) versions are used for long-term labor negotiation purposes. This rule is potentially archival on the state schedule. In July 2012 the County Archivist designated final inked agreements held by the Office of Labor Relations as archival - RW 4/29/2014.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 60 years after the cutoff date. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 02-Performance Management: The activity of assessing and directing employee progress toward performance goals.

Category Code Level 3: PER-02-001

Category Title: Performance Appraisals and Merit Awards

Category Description (Description of activity): Evaluation of employee work performance, prepared by supervisor on a regular schedule.

Category Notes (Examples of records in this category): This category should not be used for future records. Performance Appraisals should instead be filed in Personnel File (PER-06-002).

Rule Number (DAN): GS50-04A-08R1

Cutoff: Completion of evaluation

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Transportation (Department of)-Transit-(OPS) Transit Operations

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 02-Performance Management: The activity of assessing and directing employee progress toward performance goals.

Category Code Level 3: PER-02-002

Category Title: Work Logs

Category Description (Description of activity): Work assignment record, schedules or logs; documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-29

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule assigned to PER-02-002 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County

Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections

King County Information Technology-Human Resources-(ALL) All Sections

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Stadium Administration (Department of)-General-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all

phases of personnel administration.

Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.

Category Code Level 3: PER-03-001

Category Title: Position Classifications

Category Description (Description of activity): Records establishing or developing roles and specifications of King County positions. Classification process may include a new classification specification, change of classification wages, or modification of specifications. Position Classifications are particular to brand new classifications, or modification of current classifications, when they are not initiated by a particular employee or group of employees. New market data from external sources, various research, new county agencies, etc., may prompt the need to create or modify current classifications resulting in a brand new or modified position classification.

Category Notes (Examples of records in this category): Copies of the final Executive Summary, Market Analysis, and Classification Specifications may be retained in the Position Classification File, but original copies must be retained PERMANENTLY in a separate file according to state Disposition Authority Number GS50-04B-08, category PER-03-008, Position Description History Files.

Rule Number (DAN): GS50-04B-07

Cutoff: Classification project complete

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources

Stadium Administration (Department of)-General-(ALL) All Sections

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.

Category Code Level 3: PER-03-002

Category Title: Position Reclassifications

Category Description (Description of activity): Records related to job classification review requests. Reclassifications arise directly from (and only when) an individual or agency seeks to reclassify a current position or review a salary range. Records review or study current positions, duties, roles, and responsibilities and reflect the entire reclassification process which arose from the request. Review may result in the development of reclassifications where applicable. Records include, but are not restricted to: Job Reclassification form; Classification Determination form; Reconsideration Determination form; Additional documentation from employee: work samples; exhibits, etc.; Correspondence; meeting notes; other reference files used to make determinations such as Position Descriptions Questionnaires (PDQ); surveys; reports; other supporting documentation; Copies of OLR or Personnel Board records such as appeals, decisions, and MOUs; Project Allocation Spreadsheets.

Category Notes (Examples of records in this category): Copies of the final Executive Summary, Market Analysis, and Classification Specifications may be retained in the Position Classification File, but original copies must be retained PERMANENTLY in a separate file according to state Disposition Authority Number GS50-04B-08, category PER-03-008, Position Description History Files

Rule Number (DAN): GS50-04B-07A

Cutoff: Reclassification project complete

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.

Category Code Level 3: PER-03-003

Category Title: Annual Body of Work (BOW) Report Files

Category Description (Description of activity): The activity of body of work reporting to the Career Service Review Committee (CSRC) is done annually.

Category Notes (Examples of records in this category): Records Include:
 [Contract Worker Usage Reporting]: These reports are sent by county contractor agencies to HRD, Operations Section. They are used to track information, such as the body of work performed and year to date hours. [Completed Body of Work (BOW) Department Review Reports]: These reports are submitted annually by each department for review by the CSRC. The reports include information about the usage of contingent workers by each department, and the reports are reviewed by the CSRC for final recommendations in the final BOW report. [Department Monthly Reports]: These reports contain summaries of contingent worker activity statistics from the Temporary Track Database and the Contract Worker Database. These reports are used to monitor the threshold for hours worked, assignment dates, body of work performed and positions for contingent workers.

Rule Number (DAN): GS50-01-39R1

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.

Category Code Level 3: PER-03-004

Category Title: Job Descriptions

Category Description (Description of activity): Current statement of qualifications, responsibilities, and duties of each individual position.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-05

Cutoff: when obsolete or superseded

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Revised series - Changed description 07/02 see GS50-04B-08

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.

Category Code Level 3: PER-03-005

Category Title: Employee Directory/Roster

Category Description (Description of activity): Records that document and provide information on the current employees of the agency.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-14

Cutoff: When obsolete or superseded

Retention Period: 2 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 03-**Category Code Level 3:** PER-03-008**Category Title:** Classification Specification History Files**Category Description (Description of activity):** A comprehensive set of all King County job classifications and corresponding descriptions, produced as classifications are updated or created. Includes, but is not limited to: Classification Specification; Executive Summary; Market Analysis.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-04B-08**Cutoff:** None**Retention Period:** PERMANENT**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services

Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.**Category Code Level 2:** 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.**Category Code Level 3:** PER-04-001**Category Title:** Affirmative Action Plan Working Files**Category Description (Description of activity):** The Affirmative Action Plan is adopted by the King County Council and sets out the guidelines for county policy and compliance. The records in this category represent the development of this plan.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-01-39R1**Cutoff:** Completion of project**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(DMS) Diversity,
Affirmative Action & Recruitment

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.

Category Code Level 3: PER-04-002

Category Title: Affirmative Action Plan

Category Description (Description of activity): The Affirmative Action Plan is adopted by the King County Council and sets out the guidelines for county policy and compliance.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-03

Cutoff: Superseded

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: ESSENTIAL RECORD: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-04-001, & PER-04-002 categories.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(DMS) Diversity,
Affirmative Action & Recruitment

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.

Category Code Level 3: PER-04-004**Category Title:** ADA Claims and Accommodations**Category Description (Description of activity):** Records relating to the agency's compliance with Section 504 of the Rehabilitation Act of 1973 which requires that qualified individuals with disabilities have equal opportunity to benefits and services. Records may include applications, agreements, surveys, reports, notifications, meetings, communications, training materials, etc.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-04C-01R1A**Cutoff:** Completion or denial of accommodation**Retention Period:** 30 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** This rule with an "A" extension was given a longer retention period (from 6 years to 30 years) per the PAO's recommendation for ADA cases relating to county employees - RW 10/7/2015.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.**Category Code Level 2: 04-EEO/Affirmative Action:** The activity of ensuring fairness

and equal opportunities for all employees.

Category Code Level 3: PER-04-005

Category Title: Equal Employment Opportunity Complaints

Category Description (Description of activity): Documents Equal Employment Opportunity (EEO) investigations regarding allegations of employment discrimination including harassment and retaliation.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-04R1

Cutoff: Referral to jurisdictional agency, settlement, withdrawal, or closure

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.

Category Code Level 3: PER-05-001

Category Title: Workers' Compensation Claim Files (Self-Insured) - Compensable

Category Description (Description of activity): All records pertaining to the function of worker's compensation claim administration which include: medical coverage, time loss and documentation of action taken. This function also includes LEOFF II claim administration.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06C-27R1

Cutoff: Claim closed

Retention Period: 75 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: All files of defaulting self-insured employers shall be transferred to and will be retained by the Department of Labor and Industries (L&I) for 75 years after claim closed in accordance with L&I's records retention schedule.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section

Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section

Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Public Health (Department of)-Director's Office-(ALL) All Sections

Transportation (Department of)-Transit-(SAFE) Safety

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.

Category Code Level 3: PER-05-002

Category Title: Employer's Quarterly Report for Industrial Insurance (Workers Compensation)

Category Description (Description of activity): Quarterly reports regarding workers compensation claims and Industrial Insurance.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06C-06R1

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to PER-05-002 category. Department of Labor and Industries (L&I) retains one copy for 6 years in accordance with L&I records retention schedule.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.

Category Code Level 3: PER-05-004

Category Title: LEOFF-1 Disability Retirement Board Case Files

Category Description (Description of activity): All records pertaining to the LEOFF-1 Disability Retirement Board final decisions. These case files are filed per employee name and include the original claims, the medical reports and the final board decisions on disability and retirement leave.

Category Notes (Examples of records in this category):

Rule Number (DAN): 13DRAFT_08

Cutoff: Death of officer

Retention Period: Permanent

Cross Reference:

Essential Record: No

Rule Status: Draft

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.

Category Code Level 3: PER-05-005**Category Title:** LEOFF-1 Medical Records and Claims**Category Description (Description of activity):** All medical, dental, vision and long term care records and associated claim and insurance payment information relating to the function of supporting payment for claims for individuals enrolled in State of Washington's Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF-1).**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS2010-082**Cutoff:** Death of individual**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** LEOFF Plan 2 injury/disability claims are covered by GS50-06C-02, GS2010-084, GS50-06C-27 and GS50-06C-31.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations SectionKing County Sheriff's Office (IA)-Technical Services Division-(BA) Budget &
Accounting Section**Category Code Level 1:** PER-Personnel Management: The functions related to all phases of personnel administration.**Category Code Level 2:** 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.**Category Code Level 3: PER-06-001****Category Title:** Temporary Agency Worker Accounts**Category Description (Description of activity):** Tracks temporary agency workers hired using original request forms moved to individual departments.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-04B-23**Cutoff:** Termination of employment**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** This rule is assigned to PER-06-001 category.**Archival Status:** Not Archival**Archival Remarks:**

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Human Resources

DNRP-WLRD-(HR) Human Resources

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.

Category Code Level 3: PER-06-002

Category Title: Personnel File

Category Description (Description of activity): Records that document the work history of county employees. Includes, but is not limited to: Application for employment, consumer reports (i.e. background checks, credit reports, criminal history reports); hire letters, start of employment, identification, oaths of officials elected and appointed; bonds of officials elected and appointed; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards, raises; retirement or disability resulting in employment termination; evaluation of applications of recognition or non-college credit courses; performance evaluations.

Category Notes (Examples of records in this category): Note on consumer reports: All consumer reports for hired employees should be maintained as part of the official personnel category but in a separate "confidential" file. For applicants not hired, the consumer reports should be retained in a separate file as part of the recruitment category (PER-10-002).

Rule Number (DAN): GS50-04B-06R3

Cutoff: Termination of employment

Retention Period: 7 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency. Description updated per CORE Revision 2.2 (CO 12/23/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Assessments (Department of)-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL)
All Sections

Community and Human Services (Department of)-Director's Office-Human
Resources

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(ALL) All Sections

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Civil Rights & Open Government-
(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services
Director's Office

King County Council-Administration-(ALL) All Sections

King County Executive Office-Executive's Office-(EO) Executive's Office

King County Executive Office-Office of Labor Relations-(ALL) All Sections

King County Executive Office-Planning, Strategy, and Budget-(ALL) All Sections

King County Information Technology-General-(ALL)

King County Information Technology-Human Resources-(ALL) All Sections

King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget &
Accounting Section

King County Sheriff's Office (IA)-Technical Services Division-(COMM)
Communications

King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Stadium Administration (Department of)-General-(ALL) All Sections
Transportation (Department of)-Road Services-(DIR) Director's Office
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Category Code Level 1: PER-Personnel Management: The functions related to all

phases of personnel administration.

Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.

Category Code Level 3: PER-06-003

Category Title: Employee Award Files

Category Description (Description of activity): This category contains records related to employee award programs, such as recognition of outstanding performance, length of service, incentive plans, etc.

Category Notes (Examples of records in this category): May include recommendations, approved nominations, appreciation letters and additional related information. Does not include office awards that affect conditions of employment.

Rule Number (DAN): GS50-04B-44

Cutoff: Date of award

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Potentially Archival

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO)
Treasury Operations

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of)-Director's Office-(DIR) Executive Services
Director's Office

King County Council-Administration-(ALL) All Sections

King County Information Technology-Human Resources-(ALL) All Sections

Transportation (Department of)-Transit-(SAFE) Safety

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.

Category Code Level 3: PER-06-004

Category Title: Volunteer Files

Category Description (Description of activity): Records that document work

service of volunteers. Includes applications.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-10

Cutoff: Termination of volunteer service

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.

Category Code Level 3: PER-06-005

Category Title: Drug and Alcohol Test Results - Positive Results or Refusal to Test (Agency Employees)

Category Description (Description of activity): Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/alcohol test results, corrective action, treatment, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-27

Cutoff: Date of results or date of employee refusal

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference 49CFR382.401.

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 06-
Category Code Level 3: PER-06-007 Category Title: Continuing Professional Education Category Description (Description of activity): Records documenting completion of continuing education requirements by individual employees. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-05A-23R1 Cutoff: After end of licensing or reporting period Retention Period: 4 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 06-
Category Code Level 3: PER-06-010 Category Title: Supervisor's Working Files Category Description (Description of activity): Records that document the supervision of an employee by their supervisor and used for the day to day management of the employee. Includes, but is not limited to: copies of performance evaluations; information regarding employee coaching; performance plans; notes on employee performance; correspondence with the Public Attorney's Office seeking advice and guidance related to issues with employee, performance monitoring, unofficial grievances, etc. Category Notes (Examples of records in this category): This series includes

records that are not sent to, or originating from the employee's personnel file with Human Resources, but contain substantive information regarding employee performance, etc. Official misconduct, grievance, or performance should reside in official HR file. See Performance Evaluation Background File - Supervisor for records used to prepared annual performance appraisal. All other notes, copies of performance appraisals, copies of merit awards, etc. are transitory may be destroyed when no longer needed.

Rule Number (DAN): GS50-04B-31A

Cutoff: When no longer supervising employee

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This year with an "A" extension was created to provide a longer retention period for records fitting criteria of a supervisor working file - RW 2/11/2015.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Natural Resources and Parks (Department of)-Water and Land Resources-(FA)
Finance and Administration

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 06-

Category Code Level 3: PER-06-011

Category Title: Human Resources Advice Files

Category Description (Description of activity): Communications from Human Resources staff, which provide advice and guidance about particular human resources issues. Includes, but is not limited to advice on general as well as specific issues.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-001R3B

Cutoff: End of year in which the issue is resolved

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with a "B" extension was created to provide a longer retention period for human resources advice as requested by RALS HR and to align with the statute of limitations for most employment-related claims and for tort law filing requirements. - RW 7/9/2014.

Archival Status: Not Archival

Archival Remarks: NULL

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Information Technology-Human Resources-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 07-Occupational Health and Safety: The activity of creating and maintaining a safe and healthy work environment for employees.

Category Code Level 3: PER-07-001

Category Title: Employee Medical Records

Category Description (Description of activity): File includes pre-employment information sheet, medical exam report and general correspondence.

Documentation of medical information compiled and maintained by the agency on individual employees to document their physical condition, the effects of work place conditions on their health, and their physical ability to perform essential job functions.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-30R1

Cutoff: Termination of employment

Retention Period: 30 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference 29CFR1910.1020, WAC 296-802-20005, and WAC 296-802-20010. Health insurance claims records maintained separately from your medical program records, and records of first-aid treatment made on-site by a non-physician and filed separately from the employee medical records, are not required to be retained for 30 years after termination of employment, and thus are not considered part of this records series by WAC 296-802-20005. Description and title (formerly Employee Medical and Exposure Records) updated per CORE Revision 2.2 (CO 12/23/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Community and Human Services (Department of)-Director's Office-Human
Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Records and Licensing Services-(DIR)
Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Information Technology-Human Resources-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel
Unit

Natural Resources and Parks (Department of)-Director's Office-(HR) Human
Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human
Resources

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All
Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE)
Director's Office - Safety - Training

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human
Resources

Public Health (Department of)-Community Health Services Division-(ADMIN-
AUBURN) Administration-Auburn Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
CHINOOK) Administration-Chinook Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
COLUMBIA) Administration-Columbia Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
DOWNTOWN) Administration-Downtown Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
Category Code Level 3: PER-08-001 Category Title: Employee Grievances Category Description (Description of activity): Records relating to complaints and grievances relating to workplace issues that are filed by employees. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-04E-03R1 Cutoff: Termination of employment Retention Period: 7 years Cross Reference: S92-072-45 Essential Record: No Rule Status: Active

Rule Remarks: Description and title (formerly Grievances and Appeals Personnel Employee Relations) updated per CORE Revision 2.2 (CO 12/23/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Information Technology-Human Resources-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Public Health (Department of)-Director's Office-(ALL) All Sections

Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources

Transportation (Department of)-Road Services-(DIR) Director's Office

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all

phases of personnel administration.

Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

Category Code Level 3: PER-08-005

Category Title: Employee Misconduct Investigation Files - Substantiated

Category Description (Description of activity): Records that document investigations into employee conduct that result in findings of misconduct or corrective action. Includes, but is not limited to: initial complaint, investigative reports, statements, taped information, evidence gathered, and correspondence.

Category Notes (Examples of records in this category): EXCLUDES final report of misconduct investigation or documentation of any corrective action taken, which should be filed in the Personnel File (see category PER-06-002). EXCLUDES investigations that do not result in findings of misconduct by the employee (see category PER-08-006). EXCLUDES documentation of workplace violence case files (see category PER-08-009).

Rule Number (DAN): GS50-04B-46R2

Cutoff: Termination of employment

Retention Period: 7 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Investigative summary report goes in the employee's Personnel File. See also State Law Enforcement/Administrative and Operational Records retention schedule for Internal Investigations (Sustained) and Internal Investigations (Unfounded) L03-01-23 and L03-01-24, respectively. Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees. Description updated per CORE Revision 2.2 (CO 12/23/11).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Information Technology-Human Resources-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Road Services-(DIR) Director's Office
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-006</p> <p>Category Title: Employee Misconduct Investigation Files - Unfounded</p> <p>Category Description (Description of activity): Documentations compiled in official investigations of employee misconduct by the employee that do not result in the findings of misconduct by the employee. Which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective actions, correspondence, and notes.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-47R2</p> <p>Cutoff: Settled</p> <p>Retention Period: 4 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p>

Rule Status: Active

Rule Remarks: Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Information Technology-Human Resources-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

Category Code Level 3: PER-08-008**Category Title:** Whistleblower Investigation Reports**Category Description (Description of activity):** Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-04B-25**Cutoff:** Case closed**Retention Period:** 7 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records. This series is non-archival on the state schedule, but was designated as potentially archival by County Archivist Carol Shenk in November 2013 - RW 1/12/2015.**Department, Division, Sections (DDS) with access to this category:**

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Information Technology-Human Resources-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human

Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Transportation (Department of)-Road Services-(DIR) Director's Office
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-009</p> <p>Category Title: Workplace Violence Case Files</p> <p>Category Description (Description of activity): Documentation of incidents involving internal workplace violence. Includes investigation, treatment, follow-up, correspondence, corrective measures, etc. May include secondary copies of documentation filed in an individual's personnel file.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-05A-24</p> <p>Cutoff: Case closed</p> <p>Retention Period: 6 years*</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: *"Case closed" is intended to mean that point in time when all investigation and follow-up have been resolved, and no investigation or follow-up are required.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Director's Office-Human Resources
DES-FBOD-(DIR-HR) Human Resources
DNRP-WLRD-(HR) Human Resources
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Information Technology-Human Resources-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Category Code Level 1: 08-PER
Category Code Level 2: 011-
Category Code Level 3: PER-08-011 Category Title: Employee Grievances - Office of Labor Relations Category Description (Description of activity): Documentation of grievances filed by employee regarding unfair firing, labor, compensation practices, etc. Category Notes (Examples of records in this category): Excludes grievances not held by Office of Labor Relations. See category PER-08-001 for non-union employee grievances and category PER-01-001 for union grievances. Rule Number (DAN): GS50-04E-03R1 Cutoff: Termination of employment Retention Period: 7 years Cross Reference: S92-072-45 Essential Record: No Rule Status: Active Rule Remarks: Description and title (formerly Grievances and Appeals Personnel Employee Relations) updated per CORE Revision 2.2 (CO 12/23/11). Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.
Category Code Level 3: PER-09-001 Category Title: Unemployment Insurance Claims of Individual Employees Category Description (Description of activity): Records document the monitoring of the third party administration of unemployment insurance claims. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-04D-05 Cutoff: Claim closed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to PER-09-001 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-002

Category Title: Employee Leave Management

Category Description (Description of activity): Records requesting, granting or monitoring of family medical leave (FMLA), executive leave, and overtime.

Cumulative leave, leave balances, etc are managed in the county payroll system.

Records in this category support transactions in the payroll system.

Category Notes (Examples of records in this category): Excludes leave donation records, which should be filed in FIN-08-004 - Leave Donations.

Rule Number (DAN): GS50-04B-09R1

Cutoff: year end

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Family and Medical Leave Act of 1993 (FMLA) is a federal statute that requires records retention of 3 years.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL)

All Sections
DES-FBOD-(DIR-HR) Human Resources
Elections (Department of)-Director's Office-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council-Administration-(ALL) All Sections
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Information Technology-Human Resources-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)
Permitting and Environmental Review (Department of)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LIT) Litigation (was Torts) Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(RAIL)

Transportation (Department of)-Transit-(SCS) Sales and Customer Service

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-004

Category Title: Employee Benefit Contracts, Policies, and Procedures

Category Description (Description of activity): Documents the contracts, policies, and procedures regarding insurance, deferred compensation, health care, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04D-02

Cutoff: Until superseded or coverage lapses

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency. This rule is assigned to PER-09-004 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Human Resources-(EH&WELL) Employee
Health and Well Being

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-005

Category Title: Monthly Statement of Employee Benefits Paid

Category Description (Description of activity): Documentation of the monthly statements of employee benefits paid.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule PER-09-005

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to category PER-09-005 This combo rule is superseded and replaced by standalone rules - RW 11/1/2013.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-006

Category Title: Employee Benefit Files

Category Description (Description of activity): Documentation of signatures when an employee enrolls in a benefit plan and the benefits that they agree to. Arranged per employee. Examples of records that go in the employee benefit file are documentation of signatures for enrollment for FSA, HRA VEBA and understanding of retirement eligibility forms.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04D-03

Cutoff: Termination or withdrawal

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS)
Benefit, Payroll, and Retirement Operations Section

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-007**Category Title:** Employee Assistance Program Case Files**Category Description (Description of activity):** Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-04A-06**Cutoff:** Last treatment or session**Retention Period:** 8 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** PUBLIC DISCLOSURE: This record series has information that is exempted from disclosure under RCW 41.04.730 Employee assistance program - Information confidential - Exceptions. Please contact the public disclosure officer regarding requests for these records. RETENTION: RCW 4.16.350: Action for injuries resulting from health care or related services - Physicians, dentists, nurses, etc. - Hospitals, clinics, nursing homes, etc. REMARKS: The closed case files containing, "substance abuse professional assessments, recommendations, treatment monitoring and outcomes provided by the Employee Assistance Program for those employees who are confirmed positive or refuse testing required by 49 CFR Part 40 Regulations", are sent to King County Department of Transportation, Transit Division, Deputy General Manager, Human Resources for primary retention. The Employee Assistance Program does not retain a copy. This rule is assigned to PER-09-007 category.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.**Category Code Level 2:** 09-**Category Code Level 3:** PER-09-011**Category Title:** Family Medical Leave Act (FMLA) Records**Category Description (Description of activity):** Records pertaining to an employer's obligations under FMLA in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA). Records may include but are not limited to: Basic payroll and identifying information (including name, address,

and occupation). Rate or basis of pay. Terms of compensation. Daily and weekly hours worked per pay period. Additions to or deductions from wages. Total compensation paid. In addition, covered employers who have eligible employees must also maintain records detailing: Dates of FMLA leave taken by FMLA eligible employees. Leave must be designated in records as FMLA leave, and may not include leave required under state law or an employer plan which is not also covered by FMLA. Hours of FMLA leave taken by FMLA eligible employees, if leave is taken in increments of less than one full day.

Category Notes (Examples of records in this category): Copies of employee notices of leave furnished to the employer. Copies of all written notices given to employees as required under FMLA. Documents describing employee benefits or employer paid and unpaid leave policies and practices. Premium payments of employee benefits. Records of disputes between the employer and the employee regarding FMLA.

Rule Number (DAN): GS50-04B-09R1

Cutoff: year end

Retention Period: 4 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Family and Medical Leave Act of 1993 (FMLA) is a federal statute that requires records retention of 3 years.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-Human Resources

DNRP-WLRD-(HR) Human Resources

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(HR) Human Resources

Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources

Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.

Category Code Level 3: PER-10-001**Category Title:** Employment Requisitions**Category Description (Description of activity):** Requests for job positions in the county, and the associated background/supporting documentation. Includes, but is not limited to: position specifications (PDQ's, job descriptions), needs analysis, and authorization signatures. Includes requisitions for Term-Limited Temporaries (TLT); Short-Term Temporary (STT); Administrative Interns (AI); and Special Duty.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-04B-17**Cutoff:** Year end**Retention Period:** 3 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** This rule is assigned to PER-10-001 category.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Information Technology-Human Resources-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.**Category Code Level 2:** 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.**Category Code Level 3: PER-10-002****Category Title:** Recruitment Files**Category Description (Description of activity):** The activity of screening, selecting and employing of individuals. Documents the recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.**Category Notes (Examples of records in this category):** All consumer reports

(which include background checks, credit reports and criminal history reports) for applicants not hired should be retained in a separate file. All consumer reports for hired employees should be maintained as part of the official personnel file, but kept in a separate "confidential" file (see Personnel Files PER-06-002 for further details). For Civil Service Administration, log of requisitions and certifications, copies of certification documents and actions taken, hired, rejected, etc.

Rule Number (DAN): GS50-04B-22

Cutoff: End of year in which the successful candidate was chosen

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Note: Per RCW 4.16.080, the statute of limitations for the commencement of actions for equal employment opportunity discrimination complaints (injury to the rights of others) is 3 years (1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

Assessments (Department of)-General-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Human Resources

DES-FBOD-(DIR-HR) Human Resources

DNRP-WLRD-(HR) Human Resources

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(CS) Civil Service

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-District 1-(FERGUSON) Bob Ferguson
King County Council-Administration-(ALL) All Sections
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Information Technology-Human Resources-(ALL) All Sections
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(HR) Human Resources
Natural Resources and Parks (Department of)-Solid Waste-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-

DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.
Category Code Level 3: PER-10-003 Category Title: Volunteer Applications Not Accepted Category Description (Description of activity): Volunteer applications that have been denied or are otherwise ineligible. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-04B-24 Cutoff: When application denied Retention Period: 1 year Cross Reference: Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.

Category Code Level 3: PER-10-005

Category Title: Employment Eligibility Documents Immigration and Naturalization Services (INS) Forms

Category Description (Description of activity): Documents used to verify employment eligibility within the United States. Series may include: Federal I-9 forms, passport copies, copies of valid driver's license, copies of certificate of naturalization, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-26R1

Cutoff: Termination of employment

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference 8CFR24a.2 (2) (A)

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR)

Director's Office
King County Council-Administration-(ALL) All Sections
King County Information Technology-Human Resources-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 11-Staff Development and Training:The activity of enhancing employees' competencies and skills through programs and training.
Category Code Level 3: PER-11-003 Category Title: Continuing Professional Education Training Files Category Description (Description of activity): Records documenting the continuing education requirements to retain relevant certification. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-5A-23R1 Cutoff: End of licensing or reporting period Retention Period: 4 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Description and cutoff updated per CORE Revision 2.2 (CO 12/23/11). Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 11-Staff Development and Training:The activity of enhancing employees' competencies and skills through programs and training.
Category Code Level 3: PER-11-004 Category Title: Hazardous Materials Trained Personnel Category Description (Description of activity): Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes the attendance information and the completion date. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-19-09R1 Cutoff: Authorization/certification superseded or terminated Retention Period: 50 years Cross Reference: Essential Record: Yes

Rule Status: Active

Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE) Director's Office - Safety - Training

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 11-

Category Code Level 3: PER-11-008

Category Title: Training/Class Completion Reports

Category Description (Description of activity): Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04G-02

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(COD) Continuous Organizational Development

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 12-

Category Code Level 3: PER-12-002

Category Title: Reporting/Filing (Mandatory) - Human Resources

Category Description (Description of activity): Records relating to human

resources and submitted to regulatory agencies as required by federal, state, or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to: Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission in accordance with 29 CFR 1602.7; Elementary-Secondary School Staff Information Report EEO-5 filed with the EEO Commission in accordance with 29 CFR 1602.41; New Hire Reports filed with the Department of Social and Health Services (DSHS) in accordance with RCW 26.23.040; commute trip reduction plans and annual progress reports filed with the Commute Trip Reduction Board in accordance with RCW 70.94-527 (7), (8).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-05R2

Cutoff: Submittal to regulatory agency

Retention Period: 4 years

Cross Reference: Supersedes unique rule S94-091-01 Financial Disclosure Statements

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

DES-FBOD-(DIR-HR) Human Resources

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 13-Law Enforcement Misconduct/Discipline: The activity of enforcing agency policies and procedures regarding employee conduct and discipline.

Category Code Level 3: PER-13-001

Category Title: Internal Investigations - Formal Discipline Not Imposed

Category Description (Description of activity): Records relating to administrative review conduct in response to specific events to determine staff compliance with policy and procedure.

Category Notes (Examples of records in this category): Includes, but is not limited to: Compliance reports; Summaries of review findings. NOTE: RCW 34.05.494 requires agencies to retain an agency record of any documents that were considered or prepared by the presiding officer for the proceeding or review.

Rule Number (DAN): LE03-01-05R2

Cutoff: Final disposition and completion of information disciplinary action (and minor reaches age 18, if involved in incident).

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Notorious/historically significant incidents covered by LE2015-006; Incidents where formal discipline is imposed covered by LE2010-059; Prison Rape Elimination Act (PREA) investigations covered by LE2015-003; Recordings (after they have been transcribed verbatim) that are covered by LE2015-007; Criminal investigation case files, which are covered elsewhere in this retention schedule.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 13-Law Enforcement Misconduct/Discipline: The activity of enforcing agency policies and procedures regarding employee conduct and discipline.

Category Code Level 3: PER-13-002

Category Title: Internal Investigations - Formal Discipline Imposed

Category Description (Description of activity): Reviews relating to events identified as major or significant incidents by the agency for the purposes of improving future responses and to identify training or safety issues for incorporating into training procedure.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-059R1

Cutoff: Completion of disciplinary action (and minor reaches age 18, if involved in incident)

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Investigations of notorious/historically significant incidents covered by LE2015-006; Prison Rape Elimination Act (PREA) investigations covered by LE2015-003; Recordings (after they have been transcribed verbatim) that are covered by LE2015-007; Criminal investigation case files, which are covered elsewhere in this retention schedule. Note: Includes confidential records, which will retain their confidentiality at WA State Archives in accordance with RCW 40.14.030(2).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 01-Administrative-Business Office: The activity of managing the administrative functions of public health management.

Category Code Level 3: PHL-01-001

Category Title: Encounter Forms/Fee Sheets

Category Description (Description of activity): Records documenting services or procedures provided to clients and pertinent coding or billing information associated with the services provided.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE2011-027

Cutoff: Provision of health related services

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: These forms contain protected health information (PHI) and require confidential destruction. The primary record copy is retained in the clinics until transferred to the Records Center for inactive storage. IN USE IN RECORDS CENTER Supersedes COMBO Rule PHL-01-001, Encounter Forms, S91-045-01A and S91-045-01B; Date Approved Public Health: 7/30/2008 by Laura Federighi, Finance & Administrative Services, Department of Public Health. Approved by Local Records Committee on 8/28/2008. Combo Rule PHL-01-001 also supersedes all previous schedules that have included the following records titles: Field Nursing Encounter Forms, Field Nursing Single Visit Record, Fiscal Encounter Forms, Telephone Encounters, Encounter Forms - Refugee Screening, Validated Encounter Forms, Short Patient Registration Forms, and Computer Records - Encounter Forms.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(STD) STD Clinic

Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.
Category Code Level 3: PHL-02-001 Category Title: Pharmacy Accountability Records for All Substances Dispensed, Including Controlled Substances Category Description (Description of activity): Pharmacy program records that document the receipt, transfer, use, storage, inventory and accountability records for all substances dispensed including controlled substances. Records include, but are not limited to: clinics and private provider requisitions; drug purchase receipts; controlled substance inventory records; medication inventory records; drug tallies; drug inventory records; drug destruction records; and refrigerator control and other storage condition monitoring records. Category Notes (Examples of records in this category): Rule Number (DAN): HE55-01C-12R1 Cutoff: Date of destruction or disposition Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services

Public Health (Department of)-Prevention Division-(EPI) Epidemiology

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.

Category Code Level 3: PHL-02-002

Category Title: Prescriptions - Age 18 and Over

Category Description (Description of activity): Includes original prescriptions, transferred prescriptions, and prescription refills.

Category Notes (Examples of records in this category): Excludes prescriptions for minors under the age of 18.

Rule Number (DAN): HE2011-051R1

Cutoff: Date of last dispensing activity

Retention Period: 8 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy

Public Health (Department of)-Community Health Services Division-(Records) Health Records

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Public Health (Department of)-Prevention Division-(STD) STD Clinic

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.

Category Code Level 3: PHL-02-004

Category Title: Prescriptions - Under Age 18

Category Description (Description of activity): Records relating to the filling and dispensing of medications, created in accordance with WAC 246-871-050(2), on each client under age 18 receiving prescription medication from a pharmacy.

Category Notes (Examples of records in this category): Includes, but is not limited to: client details; Parenteral products dispensed; dates and details of

dispensations; pharmacist identification; client notes, diagnoses, and conditions; prescription and refill records.

Rule Number (DAN): HE2011-052R1

Cutoff: When client attains age 18

Retention Period: 8 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(STD) STD Clinic

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations

Category Code Level 3: PHL-03-001

Category Title: Client Medical Records - Occupational Health Records

Category Description (Description of activity): This series tracks the health of non-King County employees that are potentially exposed to hazardous work conditions. King County Public Health contracted to perform service and maintain records. These records monitor pre-employment health and compare with on-the-job health.

Category Notes (Examples of records in this category): This records series includes pre-placement physicals, asbestos screenings, medical monitoring charts, respiratory clearances, and other special screening exams. These records are mainly produced by King County North Clinic. This category should not be used for any additional records.

Rule Number (DAN): KC00-001-01

Cutoff: Last visit or contact

Retention Period: 70 years

Cross Reference:

Essential Record: No

Rule Status: Draft

Rule Remarks: 8/15/2008 PH Note: This series needs to be processed to obsolete status as of 12/31/2006 when the program ended. References: GS55-01D.10 GS50-019.01 WAC 296-62-05201 through 296-62-05207. Retention period exceeds State General Retention Schedule minimums due to system of filing. Records are all filed together and termination of employment is not tracked or known; summary copies only of health records with Personnel departments of outside King County agencies.

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations
<p>Category Code Level 3: PHL-03-002</p> <p>Category Title: Client Medical Records - Intrauterine Devices (IUD) Insertion Charts</p> <p>Category Description (Description of activity): Medical records of insertion of intrauterine devices done by King County Public Health Clinics.</p> <p>Category Notes (Examples of records in this category): Lippes Loop. This category should not be used to send any records for storage.</p> <p>Rule Number (DAN): HE55-01B-01R1-A</p> <p>Cutoff: date of insertion</p> <p>Retention Period: 75 years</p> <p>Cross Reference: supercedes unique schedule KC00-001-02A</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Exceeds State General Schedule Retention Period of 8 years due to product liability of the devices. This record series covers only records for the Lippes Loop devices which are no longer used. The last date of insertion for the Lippes Loop IUD was 1995. This record series can be retired in 2070 when the retention requirements for all records associated with this series have been met.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations
<p>Category Code Level 3: PHL-03-003</p> <p>Category Title: Client Medical Records - Under Age 18</p> <p>Category Description (Description of activity): Records created by the public</p>

health agency on a per-client basis to document health care services provided to clients under age 18.

Category Notes (Examples of records in this category): Includes, but is not limited to: Clinical assessment and treatment records (including alcohol treatment, child care, child neglect or abuse, children with special needs, dental health, dental sealants treatment, diabetes treatment, family practice and planning, general clinical services, immunizations, maternal health, methadone treatment, phenylketonuria, rheumatic fever, STDs, tuberculosis, well child, and WIC, medication administration records, client treatment history, dental records

Rule Number (DAN): HE2011-030

Cutoff: Client attains age 18

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The retention period was raised to 10 years from the state's minimum of 8 years to align with RCW 70.41.190, which requires that hospitals retain medical records for 10 years after most recent discharge and because all of DPH's health records are commingled. The 10-year retention has been used by Public Health since at least 1989, and is a long standing community standard. Retention period change requested by Teri Wiseman-Kuhlman - RW 4/20/2015.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

Public Health (Department of)-Community Health Services Division-(Records) Health Records

Public Health (Department of)-Director's Office-(ALL) All Sections

Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections

Public Health (Department of)-Prevention Division-(ADMIN) Administration

Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section

Public Health (Department of)-Prevention Division-(EPI) Epidemiology

Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program

Public Health (Department of)-Prevention Division-(STD) STD Clinic

Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations

Category Code Level 3: PHL-03-004

Category Title: Client Medical Records - Age 18 and Over

Category Description (Description of activity): Records created by the public health agency on a per-client basis to document health care services provided to clients age 18 and over. Notes: Includes, but is not limited to: Clinical assessment and treatment records (including alcohol treatment, child care, child neglect or abuse, children with special needs, dental health, dental sealants treatment, diabetes treatment, family practice and planning, general clinical services, immunizations, maternal health, methadone treatment, phenylketonuria, rheumatic fever, STDs, tuberculosis, well child, and WIC); Medication administration records; Client treatment history; Dental records. Excludes mental health counseling covered by DAN HE2011-032; Excludes radiologic reports covered by HE2011-034; Excludes client medical records for which disclosure authorization has been made in the final year of retention covered by HE2011-031.

Category Notes (Examples of records in this category): Excluded from this category are the following record types: Billing, administrative, research, surveillance/outbreak, employee health records and occupational health records (obsolete program for non-King County employees). The category is applicable for all Public Health programs that create health records per the above requirements, including but not limited to : Child Care Health Program; Dental/Oral Health; Family Planning (including but not limited to intrauterine devices; Family Practice; General Clinic (including but not limited to Drug, Alcohol, Mental Health); HIV/AIDS; Immunizations; Jail Health Services; Northwest Family Services; Regional Health Outreach Services; Sexually Transmitted Diseases (STD); Tuberculosis; Woman, Infants and Children; Medical Incident Reports (EMS).

Rule Number (DAN): HE55-01B-01R1

Cutoff: Last provision of health-related service

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The retention period was raised to 10 years from the state's minimum of 8 years to align with RCW 70.41.190, which requires that hospitals retain medical records for 10 years after most recent discharge and because all of

DPH's health records are commingled. The 10-year retention has been used by Public Health since at least 1989, is a long standing community standard and is recommended by the Washington State Medical Association. Retention period change requested by Teri Wiseman-Kuhlman - RW 4/20/2015.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

Public Health (Department of)-Community Health Services Division-(Records) Health Records

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Public Health (Department of)-Director's Office-(ALL) All Sections

Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section

Public Health (Department of)-Prevention Division-(EPI) Epidemiology

Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations

Category Code Level 3: PHL-03-005

Category Title: Vaccine Accountability Record

Category Description (Description of activity): Records relating to the pharmacy's acquisition, transfer, distribution, and/or destruction of vaccines.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01C-12R1

Cutoff: Date of destruction or disposition

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records)

Health Records
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations
<p>Category Code Level 3: PHL-03-006</p> <p>Category Title: Appointment Books and Registers</p> <p>Category Description (Description of activity): Record of patients seen, health providers, and programs or services.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-36</p> <p>Cutoff: When obsolete or superseded</p> <p>Retention Period: 0 years</p> <p>Cross Reference: Currently a part of Combo Rule ACO-01-001 and Combo Rule ACO-01-002</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management: The functions related to public health care.
Category Code Level 2: 03-
<p>Category Code Level 3: PHL-03-007</p> <p>Category Title: Client Medical Records, Age 0-6</p> <p>Category Description (Description of activity): Records created by the public health agency on a per-client basis to document health care services provided to</p>

clients aged 0-6 at the time of the health care provision. Includes, but is not limited to: Clinical assessment and treatment records (including alcohol treatment, child care, child neglect or abuse, children with special needs, dental health, dental sealants treatment, diabetes treatment, family practice and planning, general clinical services, immunizations, maternal health, methadone treatment, phenylketonuria, rheumatic fever, STDs, tuberculosis, well child, and WIC, medication administration records, client treatment history, dental records.

Category Notes (Examples of records in this category): Client Medical Records for patients under the age of 18 are grouped and filed into KC ERMS chronologically by birth year in order to accurately calculate retention. Records should be filed numerically by health record number (HRN) within each box.

Rule Number (DAN): HE2011-030A

Cutoff: Date of health service provision

Retention Period: 29 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was created to divide HE2011-030 into separate groups based on age at time of health service provision, as a result of Service Level Agreement between DPH and ARMMS. - RW 2/14/2014

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records)
Health Records

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 03-

Category Code Level 3: PHL-03-008

Category Title: Client Medical Records, Age 7-13

Category Description (Description of activity): Records created by the public health agency on a per-client basis to document health care services provided to clients aged 7-13 at the time of the health care provision. Includes, but is not limited to: Clinical assessment and treatment records (including alcohol treatment, child care, child neglect or abuse, children with special needs, dental health, dental sealants treatment, diabetes treatment, family practice and planning, general clinical services, immunizations, maternal health, methadone treatment, phenylketonuria, rheumatic fever, STDs, tuberculosis, well child, and WIC, medication administration records, client treatment history, dental records.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE2011-030B

Cutoff: Date of health service provision

Retention Period: 19 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "B" extension was created to divide HE2011-030 into separate groups based on age at time of health service provision, as a result of Service Level Agreement between DPH and ARMMS. - RW 2/14/2014

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records)
Health Records

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 03-

Category Code Level 3: PHL-03-009

Category Title: Client Medical Records, Age 14-17

Category Description (Description of activity): Records created by the public health agency on a per-client basis to document health care services provided to clients aged 14-17 at the time of the health care provision. Includes, but is not limited to: Clinical assessment and treatment records (including alcohol treatment, child care, child neglect or abuse, children with special needs, dental health, dental sealants treatment, diabetes treatment, family practice and planning, general clinical services, immunizations, maternal health, methadone treatment, phenylketonuria, rheumatic fever, STDs, tuberculosis, well child, and WIC, medication administration records, client treatment history, dental records.

Category Notes (Examples of records in this category): Client Medical Records for patients under the age of 18 are grouped and filed into KC ERMS chronologically by birth year in order to accurately calculate retention. Records should be filed numerically by health record number (HRN) within each box.

Rule Number (DAN): HE2011-030C

Cutoff: Date of health service provision

Retention Period: 12 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "C" extension was created to divide HE2011-030 into separate groups based on age at time of health service provision, as a result of Service Level Agreement between DPH and ARMMS. - RW 2/14/2014

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records)
Health Records

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 04-Laboratory: The activity of managing public health's laboratory services

Category Code Level 3: PHL-04-001

Category Title: Clinical Lab Records

Category Description (Description of activity): Records that document the activities of clinical laboratories related to quality assurance testing/validations and specimen testing. Includes, but is not limited to: performance specifications, instrument documentation, specification identification, accession test logs, test requisitions and request forms, test records, results and reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule PHL-04-001

Cutoff: Completion of testing

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This Combo Rule is made up of the following component rules: HE55-02H-02R1 and HE2011-036.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records)
Health Records

Public Health (Department of)-Prevention Division-(LAB) Laboratory

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.

Category Code Level 3: PHL-05-001

Category Title: Medical Examiner Investigation Files

Category Description (Description of activity): Records that document the investigation of deaths within King County that are sudden, unexpected, unnatural or that fit other criteria defined by RCW 68.50. Records can result in determination of cause of death, identification of the deceased, and certification of death. Investigation files include, but are not limited to: autopsy reports, photographic and

video evidence, x-rays, scene notes, correspondence, disposition forms, and organ procurement agreements.

Category Notes (Examples of records in this category):

Rule Number (DAN): CO50-34-03R1

Cutoff: Investigation closed

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes financial records relating to indigent burial covered by GS2011-184, Financial Transactions - General in the Local Government Common Records Retention Schedule (CORE). Note: Includes confidential records, which will retain their confidentiality at Washington State Archives pursuant to state law.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(ME) Medical Examiner

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.

Category Code Level 3: PHL-05-002

Category Title: Indigent Burial Program Records

Category Description (Description of activity): Records created to document the program to provide cremation and burial services for indigent remains. Includes, but is not limited to: application form, fees collected, and cremains intake and release records. Excludes lists showing final burial location.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-184R2

Cutoff: Year end

Retention Period: 6 years

Cross Reference: Supersedes combo Rule FIN-01-012. Currently a part of Combo Rule FIN-01-001 and Combo Rule FIN-01-003

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
Category Code Level 3: PHL-05-004 Category Title: Morgue Registers Category Description (Description of activity): Records documenting the intake or release of bodies from the morgue at the Medical Examiner's Office. Includes physical registers (release only). Category Notes (Examples of records in this category): Rule Number (DAN): CO50-34-06R1 Cutoff: Last log entry Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
Category Code Level 3: PHL-05-007 Category Title: Medical Examiner Ledger Category Description (Description of activity): Records that are used as a finding aid to access Medical Examiner Investigation Files. Indexes are on paper, microfilm or in a database Category Notes (Examples of records in this category): Rule Number (DAN): CO50-34-02R1 Cutoff: Year end Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date Cross Reference: Essential Record: Yes Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records can be transferred to the King County Archives at the end of their retention period. Contact the King County Archivist for appraisal and transfer.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(ME) Medical Examiner

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.

Category Code Level 3: PHL-06-001

Category Title: Public Health Permits and Approvals

Category Description (Description of activity): Records relating to permits and approvals issued by the agency where not covered by a more specific records series. Includes, but is not limited to: Animal shelters, stables, stockyards, and zoonotic licensing; camps (summer, labor, penal, church, etc.); dairies and food processing plants; garbage/recycling vehicles; gas piping and plumbing; hospitals, nursing homes, boarding homes, and dormitories; hotels and resorts; pest control companies; schools; solid/hazardous waste recycling events.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01J-14R1

Cutoff: Expiration of permit/approval

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and

property, food and dairy, and hazardous waste.

Category Code Level 3: PHL-06-002

Category Title: Planning Department Recommendations

Category Description (Description of activity): Records relating to reports, criteria, and recommendations developed by the agency for the local Planning Department on health-related issues.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01J-15R1

Cutoff: Date of report or recommendation

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.

Category Code Level 3: PHL-06-003

Category Title: Complaints Filed - Environmental Health

Category Description (Description of activity): Files of complaints submitted to the Environmental Health Division. Includes nature of report, record of investigations, and results.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE2011-001R1

Cutoff: Inquiry/complaint/grievance/issue resolved

Retention Period: 8 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.
<p>Category Code Level 3: PHL-07-001</p> <p>Category Title: Involuntary Commitment Case Files - Social Services (Proceedings Completed and Case Closed)</p> <p>Category Description (Description of activity): Records that document closed cases of involuntary treatment, in accordance with the Involuntary Treatment Act (ITA).</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): SS50-25-05</p> <p>Cutoff: Case closed</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: RCW 4.16.350 RCW 71.05.212 Cutoff (last contact) based on last intake or last date of detention whichever is later. DCHS-MHCAD-Crisis and Commitment have an approved EIS allowing them to image this record series and maintain the image as the primary record. Paper copies of these records can be dispositioned under Source Records - Imaged (Non-Archival), GS50-09-14 Rev.1</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.
<p>Category Code Level 3: PHL-07-002</p> <p>Category Title: Client Case Files (Support Services)</p> <p>Category Description (Description of activity): Support services that do not include the activity of health care screening or provision of health care treatment. Case files document the support services provided and participation in the program.</p>

Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing.

Category Notes (Examples of records in this category):

Rule Number (DAN): SS50-25-08

Cutoff: Case closed

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL)
All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All
Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse
and Dependency Services-(ALL) All Sections

Community and Human Services (Department of)-Office of the Public Defender-
(ALL) All Sections

Executive Services (Department of) -Human Resources-(CSS) Career Support
Services

Public Health (Department of)-Community Health Services Division-(ADMIN-
AUBURN) Administration-Auburn Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
CHINOOK) Administration-Chinook Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
COLUMBIA) Administration-Columbia Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
DOWNTOWN) Administration-Downtown Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
EASTGATE) Administration-Administration-Eastgate Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
FEDERAL WAY) Administration-Federal Way Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-
KENT) Administration-Kent Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.
<p>Category Code Level 3: PHL-07-003</p> <p>Category Title: Facilities Inspections and Certifications</p> <p>Category Description (Description of activity): Inspections and Certifications for social services facilities.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): SS50-25-04</p> <p>Cutoff: Until superseded or terminated</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse

and Dependency Services-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.

Category Code Level 3: PHL-07-004

Category Title: Client Screening and Referral Files (Completed and Closed)

Category Description (Description of activity): Records used to document the screening and referral services provided to the agency's social services customers.

Category Notes (Examples of records in this category):

Rule Number (DAN): SS50-25-03

Cutoff: Case closed

Retention Period: 10 years

Cross Reference: was in Combo Rule PHL-07-004, and GS50- or HE50-25-003

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

King County Superior Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 08-Health Research: The activity of researching social and health services

Category Code Level 3: PHL-08-002

Category Title: Coding Forms

Category Description (Description of activity): The activity of managing Cardiac Arrest Surveillance System Primary Coding Forms. Information on cardiac arrests in King County excluding Seattle.

Category Notes (Examples of records in this category): Data derived from Medical Incident Report Forms (MIRFs), hospital records, death certificates, and dispatcher evaluation tapes. Copies of MIRFs and death certificates attached. Utilizes Rolodex file with alphabetic listing of surviving patients names.

Rule Number (DAN): GS50-01-32R1

Cutoff: When obsolete or superseded

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period of 6 years after the cutoff date was assigned to this series to be consistent with Project Files, GS50-01-39. This is in excess of the State minimum retention period. The State retention schedule allows for immediate destruction of records, once obsolete or superseded.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 09-Housing: The activity of providing housing through HUD grants and other funding sources.

Category Code Level 3: PHL-09-001

Category Title: Housing Repair Program Files

Category Description (Description of activity): The documentation of homeowner block grant funded no interest, deferred loans including original and loan mortgage documents.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-39R1

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 10-Environmental Health Mgmt: The function of enforcing laws and regulations and enacting measures to ensure environmental health. Auditing & Inspection: Auditing and inspecting facilities or sites to monitor compliance with applicable laws and regulations.

Category Code Level 3: PHL-10-003

Category Title: Facility Inspections (General)

Category Description (Description of activity): Records relating to the inspection of facilities or establishments where not covered by a more specific record series. Includes, but is not limited to: Dairies, food, meat processing, and food establishments; living environments such as parks, recreational facilities, schools, and farmwork housing; spas, swimming beaches, and pools; sewers (public and private); schools.

Category Notes (Examples of records in this category): Excludes solid waste facility inspections covered by DAN HE55-01J-24R1. Excludes records related to agency facility inspections covered by GS50-06B-27.

Rule Number (DAN): HE55-02L-01R1

Cutoff: Date of inspection

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 10-Environmental Health Mgmt: The function of enforcing laws and regulations and enacting measures to ensure environmental health. Auditing & Inspection: Auditing and inspecting facilities or sites to monitor compliance with applicable laws and regulations.

Category Code Level 3: PHL-10-004

Category Title: Hazardous Waste - Business Audits

Category Description (Description of activity): Records relating to audits of businesses responsible for creating hazardous waste.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01M-01R1

Cutoff: Completion of audit

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is potentially archival on the state schedule, but was appraised as non-archival by Carol Shenk, County Archivist - RW 6/20/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 10-Environmental Health Mgmt: The function of enforcing laws and regulations and enacting measures to ensure environmental health. Auditing & Inspection: Auditing and inspecting facilities or sites to monitor compliance with applicable laws and regulations.

Category Code Level 3: PHL-10-005

Category Title: Hazardous Waste - Chemical Site Inspections

Category Description (Description of activity): Records relating to the agency's inspection of chemical sites which may, or are known to, collect or create hazardous waste. Includes, but is not limited to: inspection documentation; documents of chemical site's corrective actions in response to inspections.

Category Notes (Examples of records in this category): Excludes hazardous materials abatement project files covered by GS50-19-10.

Rule Number (DAN): HE55-01M-02R1

Cutoff: Case closed

Retention Period: 50 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 10-Environmental Health Mgmt: The function of enforcing laws and regulations and enacting measures to ensure environmental health. Auditing & Inspection: Auditing and inspecting facilities or sites to monitor compliance with applicable laws and regulations.

Category Code Level 3: PHL-10-006

Category Title: Hazardous Waste - Collector's Audits

Category Description (Description of activity): Records relating to inspections of hazardous waste collectors.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01M-03R1

Cutoff: Completion of Audit

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 10-Environmental Health Mgmt: The function of enforcing laws and regulations and enacting measures to ensure environmental health. Auditing & Inspection: Auditing and inspecting facilities or sites to monitor compliance with applicable laws and regulations.

Category Code Level 3: PHL-10-012

Category Title: Solid Waste - Characterization (Hazardous Waste)

Category Description (Description of activity): Records relating to solid waste characterization advice provided by the agency to other entities where the waste is determined to be hazardous waste.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01M-04R1

Cutoff: Advice provided

Retention Period: 50 years

Cross Reference:

Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 10-Environmental Health Mgmt: The function of enforcing laws and regulations and enacting measures to ensure environmental health. Auditing & Inspection: Auditing and inspecting facilities or sites to monitor compliance with applicable laws and regulations.

Category Code Level 3: PHL-10-013

Category Title: Solid Waste - Facility Inspections

Category Description (Description of activity): Records relating to permitting, inspection, and/or monitoring of solid waste disposal sites. Includes, but is not limited to: Incinerators; landfills; recycling facilities; sewage sludge sites; transfer stations.

Category Notes (Examples of records in this category): Excludes general facility inspections covered by DAN HE55-02L-01.

Rule Number (DAN): HE55-01J-24R1

Cutoff: End of life of the facility

Retention Period: 0 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(FESU) Facility Engineering and Science Unit

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to

public health care.

Category Code Level 2: 11-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Licensing & Permitting: The activity of licensing/permitting establishments or activities & monitoring compliance.

Category Code Level 3: PHL-11-002

Category Title: Burial/Cremation/Transit Permits

Category Description (Description of activity): Permits issued for the burial, cremation, or transit of deceased individuals.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01F-04R2

Cutoff: Expiration of permit

Retention Period: 1 year

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(VS) Vital Statistics

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 11-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Licensing & Permitting: The activity of licensing/permitting establishments or activities & monitoring compliance.

Category Code Level 3: PHL-11-003

Category Title: Food and Beverage Service Permits - Denied

Category Description (Description of activity): Records relating to the denial of food and beverage service permits for which individuals within the agency have applied.

Category Notes (Examples of records in this category): Excludes food and beverage service permits for non-temporary establishments covered by DAN HE55-02L-02R1 and excludes food and beverage service permits for temporary establishments covered by DAN HE55-02L-03R1.

Rule Number (DAN): HE55-02L-04R1

Cutoff: Date of denial

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes approved service permits covered by HE55-02L-02 and HE55-02L-03.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 11-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Licensing & Permitting: The activity of licensing/permitting establishments or activities & monitoring compliance.

Category Code Level 3: PHL-11-004

Category Title: Food and Beverage Service Permits - Non-Temporary Establishments

Category Description (Description of activity): Records relating to the permitting of food and/or beverage service establishments in the agency. Includes permit and related records.

Category Notes (Examples of records in this category): Excludes denied food and beverage service permits covered by DAN HE55-02L-04R1. Excludes food and beverage service permits for temporary establishments covered by DAN HE55-02L-03R1.

Rule Number (DAN): HE55-02L-02R1

Cutoff: Close of establishment

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes: Denied permits covered by HE55-02L-04; Permits for temporary establishments covered by HE55-02L-03.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 11-Environmental Health Mgmt: The function of enforcing

laws & regulations & enacting measures to ensure environmental health, Licensing & Permitting: The activity of licensing/permitting establishments or activities & monitoring compliance.

Category Code Level 3: PHL-11-005

Category Title: Food and Beverage Service Permits - Temporary Establishments

Category Description (Description of activity): Records related to the issuance of food and beverage service permits to workers in the agency. Includes permits and related records.

Category Notes (Examples of records in this category): Excludes denied food and beverage service permits covered by DAN HE55-02L-04R1 and excludes food and beverage service permits for non-temporary establishments covered by HE55-02L-02R1.

Rule Number (DAN): HE55-02L-03R1

Cutoff: Expiration of permit

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Excludes records covered by HE55-02L-04 and HE55-02L-02.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 11-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Licensing & Permitting: The activity of licensing/permitting establishments or activities & monitoring compliance.

Category Code Level 3: PHL-11-006

Category Title: Food Borne Illness Complaints and Investigations

Category Description (Description of activity): Records relating to food borne illness complaints received and any resultant agency response or investigation.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01D-06R2

Cutoff: Issue settled

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: These records are listed as not archival on the state schedule. County Archivist Carol Shenk has appraised these records as potentially archival - RW 3/6/2015.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(EPI) Epidemiology

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 11-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Licensing & Permitting: The activity of licensing/permitting establishments or activities & monitoring compliance.

Category Code Level 3: PHL-11-011

Category Title: On-Site Sewage Systems - Permits

Category Description (Description of activity): Records relating to permits for the installation, repair, alteration or expansion of an on-site sewage system. Includes, but is not limited to: approved, denied, and lapsed permits; percolation tests and soil probes; permit application materials; waivers granted.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01J-18R1

Cutoff: Notification that system has been decommissioned

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 12-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Testing & Analysis: The activity of testing and analyzing environmental samples.

Category Code Level 3: PHL-12-003

Category Title: Laboratory Quality Assurance and Control (Environmental Lab)

Category Description (Description of activity): Records relating to quality assurance testing and control activities in environmental labs, including labs that analyze drinking water. Includes, but is not limited to: documentation of analytical methods; instrument calibrations; proficiency testing; method detection limit studies; method validation studies.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE2011-021

Cutoff: Conclusion of analysis/testing/calibration or completion of audit by the Department of Ecology, whichever is sooner

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)
Operational Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 12-Environmental Health Mgmt: The function of enforcing laws & regulations & enacting measures to ensure environmental health, Testing & Analysis: The activity of testing and analyzing environmental samples.

Category Code Level 3: PHL-12-008

Category Title: Sample Management

Category Description (Description of activity): Records relating to the management and tracking of samples received by the environmental laboratory for testing or analysis. Includes, but is not limited to: chain of custody documentation; sample receipt documentation.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE2011-025

Cutoff: Conclusion of sample testing

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)
Operational Sections

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 13-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Assessment & Referral: The activity of assessing clients' health care needs & referring them to health care providers outside the agency when appropriate.

Category Code Level 3: PHL-13-003

Category Title: Referrals

Category Description (Description of activity): Records relating to individuals referred to the agency from private practices or other agencies, or by the agency for services from non-agency providers. Includes maternal references.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01C-16R1

Cutoff: Date of referral

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 13-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Assessment & Referral: The activity of assessing clients' health care needs & referring them to health care providers outside the agency when appropriate.

Category Code Level 3: PHL-13-004

Category Title: Screening and Referral Logs

Category Description (Description of activity): Logs documenting summary information about the screening of clients for medical conditions and subsequent

results, diagnosis, recommendations and/or referral information. Includes, but is not limited to: alcoholism screening records; cancer screening records; cardiac screening and suspect logs; dental health screening; diabetes screening and suspect log; glaucoma screening and suspect logs; hypertension screening and suspect logs; sexually transmitted disease screening logs; pregnancy logs and testing.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01C-02R2

Cutoff: Screening/Referral

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes Client Medical Records covered by HE55-01B-01 and/or HE2011-030.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records) Health Records

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Public Health (Department of)-Prevention Division-(CDIP) Chronic Disease and Injury Prevention Section

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 13-

Category Code Level 3: PHL-13-005

Category Title: Medical Incident Report Forms

Category Description (Description of activity): Forms used by the Emergency Medical Services Division to collect data about each paramedic and EMT emergency medical response.

Category Notes (Examples of records in this category): Since the MIRFs document the treatment of both minors and adults, the retention for this category aligns with the client medical records for minors

Rule Number (DAN): FM53-04-20

Cutoff: Date of report

Retention Period: 26 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The state retention for these records is 8 years after provision of

health care/services. Since these reports document the treatment of both minors and adults, the retention must align with the retention for HE2011-030, Client Medical Records - Under Age 18. The retention for this rule was raised to 26 years after date of report to ensure that all individuals on the reports had reached age 18 and the minimum retention of 8 years had been reached - RW 11/13/2014.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 13-

Category Code Level 3: PHL-13-006

Category Title: TB Registration Packets

Category Description (Description of activity): Records relating to individuals referred to the TB clinic from private practices, or other agencies for services from non-agency providers where the determination is made that the individuals do not require care of follow-up from the TB clinic.

Category Notes (Examples of records in this category): The retention has been extended to 6 years in order to accommodate a pilot research project looking at these referred clients retrospectively and evaluating their current status.

Rule Number (DAN): HE55-01C-16R1A

Cutoff: Date of referral

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule with an "A" extension was assigned a 6 year retention period per agency request to accommodate a special pilot project research the current status of these referred clients who were not enrolled in the TB Control Program - RW 1/4/2016.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 15-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Client Billing: The activity of billing clients for services rendered.

Category Code Level 3: PHL-15-001

Category Title: Client Billing and Financial Assistance

Category Description (Description of activity): Records relating to billing and insurance and third party payers for the provision of medical services.

Category Notes (Examples of records in this category): Includes, but is not limited to: Applications for financial assistance; Client eligibility documentation; DSHS pre-authorizations; Client refunds.

Rule Number (DAN): HE55-01C-14R1

Cutoff: Final account activity

Retention Period: 6 years

Cross Reference: COMBO RULE PHL-01-001

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 15-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Client Billing: The activity of billing clients for services rendered.

Category Code Level 3: PHL-15-003

Category Title: Department of Social and Health Services Billing

Category Description (Description of activity): Records relating to claims billed to the Department of Social and Health Services, regardless of whether to claim has been paid or denied. Includes, but is not limited to: Medical Assistance Remittances; Status Reports; Claim documents.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01A-06R1

Cutoff: Expiration of Department of Social and Health Services contract

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(ADMIN-AUBURN) Administration-Auburn Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-CHINOOK) Administration-Chinook Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-COLUMBIA) Administration-Columbia Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-DOWNTOWN) Administration-Downtown Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-EASTGATE) Administration-Administration-Eastgate Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-FEDERAL WAY) Administration-Federal Way Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-KENT) Administration-Kent Clinic

Public Health (Department of)-Community Health Services Division-(ADMIN-NAVOS) Administration-Navos Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTH) Administration-North Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-NORTHSHORE) Administration-Northshore Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-RENTON) Administration-Renton Clinic
Public Health (Department of)-Community Health Services Division-(ADMIN-WHITE CENTER) Administration-White Center Clinic
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 15-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Client Billing: The activity of billing clients for services rendered.
<p>Category Code Level 3: PHL-15-004</p> <p>Category Title: Financial Assessments</p> <p>Category Description (Description of activity): Records relating to the assessment of clients' financial resources and their ability to fund medical treatment, including patient eligibility records.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): HE55-01A-03R1</p> <p>Cutoff: Date of assessment</p> <p>Retention Period: 6 years</p> <p>Cross Reference: COMBO RULE PHL-01-001</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 18-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Infectious and Communicable Disease Control and Prevention: The activity of responding to potential & confirmed infectious or communicable disease threats.

Category Code Level 3: PHL-18-003**Category Title:** Case and Contact Registers - Tuberculosis**Category Description (Description of activity):** Registers, logs, or other summary records documenting active and/or inactive tuberculosis cases in the agency.**Category Notes (Examples of records in this category):****Rule Number (DAN):** HE55-01D-15R1**Cutoff:** Date of entry**Retention Period:** 10 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.**Category Code Level 2:** 18-Health Care & Treatment: The function relating to the assessment, diagnosis & treatment of clients, Infectious and Communicable Disease Control and Prevention: The activity of responding to potential & confirmed infectious or communicable disease threats.**Category Code Level 3: PHL-18-006****Category Title:** Epidemiologic Investigations and Reports**Category Description (Description of activity):** Records and reports pertaining to disease outbreak, response, treatment methods, demographic and diagnostic data.**Category Notes (Examples of records in this category):****Rule Number (DAN):** HE55-01D-05R2**Cutoff:** Date of report or record**Retention Period:** 6 years**Cross Reference:** HE55-01D-05**Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes Client Medical Records covered by HE55-01B-01 and/or HE2011-030.**Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 25-Vital Records Management: The function of managing vital records created by the agency, Certification: The activity of certifying vital events.
Category Code Level 3: PHL-25-001 Category Title: Birth/Death Certificate Affidavits of Correction Category Description (Description of activity): Affidavits related to requests received for the correction of information appearing on a birth or death record, including any attached original certificates or certificate copies. Category Notes (Examples of records in this category): Rule Number (DAN): HE55-01F-01R1 Cutoff: Transmittal to Department of Health Retention Period: 1 year Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 25-Vital Records Management: The function of managing vital records created by the agency, Certification: The activity of certifying vital events.
Category Code Level 3: PHL-25-002 Category Title: Birth/Death Certificates - 1907 and Later

Category Description (Description of activity): Original birth certificates issued by the agency for live births, deaths or fetal deaths in the local health jurisdiction.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01F-03R1

Cutoff: Birth date

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Prevention Division-(VS) Vital Statistics

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.

Category Code Level 3: PRE-01-001

Category Title: Citizens' Complaints and Requests for Agency Action

Category Description (Description of activity): Communications from citizens making a complaint or request for agency action, as well as the associated agency response.

Category Notes (Examples of records in this category): Excludes Public Records Act Requests (see category INF-01-002).

Rule Number (DAN): GS50-01-09R1

Cutoff: End of year in which the issue was resolved

Retention Period: 3 Years

Cross Reference: Currently a part of Combo Rule ACO-01-002

Essential Record: No

Rule Status: Active

Rule Remarks: The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office
DES-FBOD-(DIR-HR) Human Resources
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section, Employee Giving Program
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(P&P) Procurement and Payables
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(COMP) Compensation and Classification Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Civil Rights & Open Government-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County
Executive Services (Department of) -Records and Licensing Services-(Recorders) Recorders Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services

Director's Office
Judicial Administration (Department of)-Customer and Financial Services Division-(ALL) All Sections
Judicial Administration (DJA), Customer Information & Assistance (CIA)
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Council-Office of Law Enforcement Oversight-ALL (All Sections)
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive's Office-(Office of) Performance, Strategy, and Budget-(PLAN) Regional Planning
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
King County Information Technology-Regional Communications Services-(RADIO) Radio Communications
Natural Resources and Parks (Department of)-Solid Waste (ES) Enterprise Services
Natural Resources and Parks (Department of)-Solid Waste (OPS) Operations
Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO) Director's Office - Public Information Office
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Category Code Level 1: PRE-Public Relations Management: The functions related to

general public relations activities.

Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.

Category Code Level 3: PRE-01-002

Category Title: Photographs and Audio/Visual Material

Category Description (Description of activity): This category contains photographs and other audio/visual records that are used for community relations activities.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06F-06

Cutoff: When no longer needed for agency business

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

King County Council-Administration-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.

Category Code Level 3: PRE-01-003

Category Title: Ombudsman Complaint Files

Category Description (Description of activity): Complaint files developed as a result of administrative or procedural complaints by an employee or a member of the public against an administrative act or agency. Includes, but is not limited to:

complaint, documentary materials used in investigation, copies or correspondence and any official finding, the Summary and notes and other data pertinent to the case. Also includes records on information/referral calls, citizen complaints, ethics complaints and whistleblower complaints.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-09R1B

Cutoff: End of year in which the issue was resolved

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.

Category Code Level 3: PRE-01-004

Category Title: Public Relations and Information - Wastewater Treatment Division

Category Description (Description of activity): Records related to community relations and information released to the public from the Department of Natural Resources and Parks (DNRP), Wastewater Treatment Division (WTD). This can include: biographical files, historical files of an agency, newspaper clippings, photographs, audio/visual materials, press releases, speeches by officials and staff representing an agency, and scrapbooks or albums.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-165

Cutoff: End of year in which record is superseded or no longer needed

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention

period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-PIO)
Director's Office - Public Information Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(DIR-SAFE)
Director's Office - Safety - Training

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-
CS&ENV) Community Services and Environmental Planning

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-
NPDES) National Pollutant Discharge Elimination System

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ADM)
Resource Recovery - Administration

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO)
Resource Recovery - Biosolids

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-
ENER) Resource Recovery - Energy

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW)
Resource Recovery - Reclaimed Water

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC)
Resource Recovery - Technology Assessment

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-

Category Code Level 3: PRE-01-005

Category Title: Advertising, Promotion and Outreach

Category Description (Description of activity): Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2011-165

Cutoff: End of year in which record is superseded or no longer needed

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-Director's Office

Executive Services (Department of) -Alternative Dispute Resolution-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(BDCC) Business Development & Contract Compliance

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(RASKC) Regional Animal Services King County

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Council-Administration-(ALL) All Sections

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

King County Information Technology-Communications and Marketing-(ALL) All Sections

King County Information Technology-Information Technology Service Delivery Managers-(

King County Information Technology-Information Technology Service Delivery Managers-(DAJD) DAJD Support

King County Information Technology-Information Technology Service Delivery Managers-(DCHS) DCHS Support

King County Information Technology-Information Technology Service Delivery Managers-(DNRP) DNRP Support

King County Information Technology-Information Technology Service Delivery Managers-(DOT) DOT Support

King County Information Technology-Information Technology Service Delivery Managers-(DPD) DPD Support

King County Information Technology-Information Technology Service Delivery

Managers-(DPER) DPER Support
King County Information Technology-Information Technology Service Delivery Managers-(KCC) KCC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCDC) KCDC Support
King County Information Technology-Information Technology Service Delivery Managers-(KCIT) KCIT Support
King County Information Technology-Project Management Office-(ALL) All Sections
King County Information Technology-Regional Communications Services-(CABLE) Office of Cable Communications
Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: PER-Public Relations Management: The functions related to general public relations activities.
Category Code Level 2: 01-
<p>Category Code Level 3: PRE-01-006</p> <p>Category Title: Charity Fundraising</p> <p>Category Description (Description of activity): Records documenting the agency's coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions. Includes, but is not limited to: Decision process for selecting charity campaigns to support; Communication between the agency and charities; Dissemination of charity information; Arrangements and promotion of campaign events. Excludes authorizations of payroll deductions covered by GS50-03E-01.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2011-167</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p>

Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS)
 Benefit, Payroll, and Retirement Operations Section, Employee Giving Program

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-

Category Code Level 3: PRE-01-007

Category Title: Constituent Communications

Category Description (Description of activity): Communications from constituents making a complaint or a request for service or assistance as well as the associated response from the council office.

Category Notes (Examples of records in this category): Secondary copies of documents received by Council District Offices can be disposed of when no longer needed. Examples of these include: meeting packets when there are no annotations by the members, CAFR, reports distributed by the Clerk (who retains the original for the record), administrative records (vote logs, attendance logs, financial documents that are created and maintained by the Council Administrator).

Rule Number (DAN): GS50-01-09R1A

Cutoff: End of year in which the issue was resolved

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Per agreement with the King County Council, the King County Archivist has determined that citizens' complaints/requests to and from councilmembers are archival - RW 4/29/2014.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 3 years after the cutoff date. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Council (IA)-District 1-(DEMBOWSKI) Rod Dembowski

King County Council (IA)-District 1-(FERGUSON) Bob Ferguson

King County Council (IA)-District 2-(GOSSETT) Larry Gossett

King County Council (IA)-District 3-(LAMBERT) Kathy Lambert
King County Council (IA)-District 4-(PHILLIPS) Larry Phillips
King County Council (IA)-District 6-(HAGUE) Jane Hague
King County Council (IA)-District 7-(VON REICHBAUER) Pete von Reichbauer
King County Council (IA)-District 8-(McDermott) Joe McDermott
King County Council (IA)-District 9-(DUNN) Reagan Dunn
King County Council (IA)-District 5-(PATTERSON) Julia Patterson
King County Council (IA)-District 5-(UPTHEGROVE) Dave Upthegrove
King County Council-Administration-(ALL) All Sections
Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.
Category Code Level 2: 01-
<p>Category Code Level 3: PRE-01-010</p> <p>Category Title: Awards and Recognitions</p> <p>Category Description (Description of activity): Records documenting international, national, and other significant awards and recognitions received by the agency in relation to its functions and assets. Includes, but is not limited to: awards (design, efficiency, sustainability, etc.) for agency-owned buildings, monuments, bridges, dams, and features (archaeological, geographical or topographical), etc.; recognition for web site or electronic information system designs, transit efficiency/service, customer service excellence, etc. Excludes artifacts (plaques, trophies, etc.)</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2011-166</p> <p>Cutoff: Date of award</p> <p>Retention Period: 2 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Potentially Archival - Appraisal Required</p> <p>Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.</p>
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Water and Land Resources -Local Hazardous Waste Management Program (HAZ-LHWMP)

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-

Category Code Level 3: PRE-01-011

Category Title: Public Notice (Official)

Category Description (Description of activity): Records documenting public notices published or posted by the local government agency in order to inform the general public of its actions, decision, or services. Includes all public notices, whether posted voluntarily or required by statute, where not covered by a more specific record series. Includes, but is not limited to: Affidavit of mailing, posting or publishing; Notices of agency elections, ordinances, auction, public meetings/hearings, etc.

Category Notes (Examples of records in this category): Excludes notices covered more specifically in CORE or sector schedules, such as public notices relating to bids and proposals covered by GS50-08A-01 and GS50-08A-11.

Rule Number (DAN): GS2012-016

Cutoff: Notice published or published event completed, whichever is later

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(SCP) Strategy, Communications & Performance

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-

Category Code Level 3: PRE-01-012

Category Title: Mediation Records

Category Description (Description of activity): All records created by OLEO related to the effort to assist conflicting parties (citizens and sworn officers) in reaching a voluntary settlement through the OLEO/ADR/KCSO officer-citizen mediation program. Records may include: Evaluation criteria for program eligibility; Case notes and e-mails and other records that contain substantive or identifying information that is defined as privileged under the Uniform Mediation Act; Coordination records, including correspondence (email or otherwise) related to the initiation and closure of cases; Documentation or information signed regarding confidentiality; Summary of findings of mediation report; Evaluation of program

efficacy (evaluation sheets and metrics data used for summary reports).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-09R1

Cutoff: End of year in which the issue was resolved

Retention Period: 3 Years

Cross Reference: Currently a part of Combo Rule ACO-01-002

Essential Record: No

Rule Status: Active

Rule Remarks: The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-

Category Code Level 3: PRE-01-013

Category Title: Newspaper Clippings

Category Description (Description of activity): Newspaper clippings kept in the process of an agency conducting business.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06F-05

Cutoff: When no longer needed for agency business

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Executive's Office-(EO) Executive's Office

Category Code Level 1: PRE-Public Relations Management: The functions related to general public relations activities.

Category Code Level 2: 01-

Category Code Level 3: PRE-01-014**Category Title:** Press Releases**Category Description (Description of activity):** This category contains press releases released to the public.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-06F-07**Cutoff:** When no longer needed for agency business**Retention Period:** 2 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

King County Council-Office of Law Enforcement Oversight-ALL (All Sections)

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Deputy Director's Office-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.**Category Code Level 2:** 01-Fire Marshal: The activities related to the administration and enforcement of fire codes.**Category Code Level 3: PSF-01-001****Category Title:** Fire Investigation Documentation - Closed Investigations**Category Description (Description of activity):** Includes investigations of all incidents which do not result in loss of human life and which are resolved as accidents or result in arson convictions. Excludes incidents that result in loss of human life covered by FM53-04-17. Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177. Note: The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.**Category Notes (Examples of records in this category):****Rule Number (DAN):** FM53-04-15**Cutoff:** Conviction or accident determination**Retention Period:** 6 years**Cross Reference:**

Essential Record: No

Rule Status: Active

Rule Remarks: The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 01-Fire Marshal: The activities related to the administration and enforcement of fire codes.

Category Code Level 3: PSF-01-002

Category Title: Fire Investigation Documentation - Open Investigations that do not result in loss of human life.

Category Description (Description of activity): Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction. Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177. Excludes incidents that result in loss of human life covered by FM53-04-17.

Category Notes (Examples of records in this category):

Rule Number (DAN): FM53-04-16

Cutoff: Decision not to proceed with investigation

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 03-Investigations: The activities related to initiating, documenting, and managing of investigations of suspected or alleged criminal activity. Includes case management and intelligence.

Category Code Level 3: PSF-03-001**Category Title:** Crime Scene Documentation**Category Description (Description of activity):** The activities relating to records that document the scene of an alleged crime. Includes crime scene photographs and negatives, as well as fingerprint records. Fingerprint records include latent print files, crime scene prints, partials, palms etc.**Category Notes (Examples of records in this category):** This category contains active records but should not be used to file additional records.**Rule Number (DAN):** Combo Rule PSF-03-001**Cutoff:** After final court disposition**Retention Period:** 75 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.**Category Code Level 2:** 07-Authorization and Regulation: The activity of authorizing and regulating individuals, facilities, or equipment thorough inspection or the issuance of licenses and permits.**Category Code Level 3: PSF-07-002****Category Title:** Concealed Pistol License Applications - Approved/Voided**Category Description (Description of activity):** Records relating to public applications to obtain concealed pistol licenses in accordance with RCW 9.41.070 and the agency issuance of concealed pistol licenses where the citizen is approved to receive a concealed pistol license. Includes, but is not limited to: Copies of approvals/denials notifications sent to Department of Licensing; Copies of licenses issued; background investigation materials; voided licenses.**Category Notes (Examples of records in this category):****Rule Number (DAN):** LE17-01-01R2**Cutoff:** Expired, voided or revoked**Retention Period:** 6 years**Cross Reference:****Essential Record:** No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 07-

Category Code Level 3: PSF-07-009

Category Title: Fingerprint Cards - Other

Category Description (Description of activity): Fingerprint cards used for identification purposes. Records are submitted to WSP for background checks, but are not part of the individual's criminal history record. Includes fingerprints taken for: Criminal Justice Applicant Criminal Justice Contract Employee Entertainer License Local Ordinances - i.e. Panoram License Personal Identification Taxi Cab License Alien Firearm License Concealed Pistol License (CPL) application Firearm Dealer License Information may include tenprint descriptors, fingerprint classification, individual's social security number, physical description, occupation, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2013-001

Cutoff: Request fulfilled

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Law enforcement fingerprint analyses covered by LE2013-010; Financial transaction records covered by GS2011-184 in the Common Records Retention Schedule (CORE).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 08-Court Order Implementation: The activity of enforcing and implementing orders, subpoenas, warrants and other papers issued by courts requiring

law enforcement involvement.

Category Code Level 3: PSF-08-002

Category Title: Court Orders - Fulfilled by the Agency

Category Description (Description of activity): Records relating to the tracking and delivery of official documents requiring a process to be served by the agency.

Category Notes (Examples of records in this category): Includes, but is not limited to: Domestic violence information sheets; Service slips and logs (including face sheets and day tickets); Returns of service. Excludes summonses that become part of a case file.

Rule Number (DAN): LE05-01-04-R2

Cutoff: Date of last entry or action

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 08-Court Order Implementation: The activity of enforcing and implementing orders, subpoenas, warrants and other papers issued by courts requiring law enforcement involvement.

Category Code Level 3: PSF-08-006

Category Title: Executions Against Personal Property

Category Description (Description of activity): Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with Chapter 6.17 RCW.

Category Notes (Examples of records in this category): Includes, but is not limited to: Civil worksheets; writs and granting orders; Continuation reports; Descriptions of property involved.

Rule Number (DAN): LE05-01-07R1

Cutoff: Date of seizure or stay

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 09-Violations and Traffic Enforcement: The activity of enforcing traffic or vehicle-related laws and ordinances, and citing violations.

Category Code Level 3: PSF-09-006

Category Title: Citations/Notices of Infraction Issued - All Others

Category Description (Description of activity): Records relating to criminal or non-criminal citations issued to alleged violators in accordance with RCW 46.64.010(4). Includes, but is not limited to: Originals and/or duplicates of issued citations; Documentation of disposition of charge when applicable. Excludes citation/notices of infraction generated by Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE07-01-06R2

Cutoff: Date of issuance or completion of State Auditor's report, whichever is sooner

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 10-Property and Auction Management: The activity of confiscating, seizing, acquiring and/or auctioning (non-agency) property as mandated by statute, ordinance or court order.

Category Code Level 3: PSF-10-001

Category Title: Property Forfeited

Category Description (Description of activity): Records relating to personal

and/or real property forfeited to the agency in accordance with RCW 69.50.505. Includes, but is not limited to: Documentation of auction and/or proceeds realized from disposition; Property retained for agency use; Forfeiture hearing tapes. Excludes records relating to property retained for law enforcement use in accordance with Chapters 63.32, 63.40, and 63.42 RCWs. NOTE: RCW 69.50.505 (8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-058

Cutoff: Date of forfeiture

Retention Period: 7 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 10-Property and Auction Management: The activity of confiscating, seizing, acquiring and/or auctioning (non-agency) property as mandated by statute, ordinance or court order.

Category Code Level 3: PSF-10-002

Category Title: Property Seizure/Sale

Category Description (Description of activity): Records relating to the seizure and/or sale of non-agency property to satisfy a court judgment or order. Includes, but is not limited to: Auction reports; Bills, certificates, and notices of sale; Copies of deeds.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE03-01-08R2

Cutoff: Sale of Property

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-002

Category Title: Case Files - Notorious/Historically Significant Cases

Category Description (Description of activity): Case files of any type, and related evidence, documenting investigations of cases which have gained contemporary public notoriety or significance.

Category Notes (Examples of records in this category): Excludes juvenile offenses and sex/sexually violent offenses. Also excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068. For guidance on how to select notorious or historically significant cases, contact the King County Archivist.

Rule Number (DAN): LE2010-060R2

Cutoff: Case closed

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Records pertaining to sex offenders as defined in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b). Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Case Files and Inmate Custody Records.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections

Category Code Level 1: PSF-Public Safety Management: The functions related to law

enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-003

Category Title: Case Files - Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies

Category Description (Description of activity): Case reports and files assembled by law enforcement staff in the course of investigating unsolved homicides, unidentified bodies, or unfound missing persons when the case has not been solved.

Category Notes (Examples of records in this category): Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067 or LE2010-068.

Rule Number (DAN): LE2010-061R1

Cutoff: Date case opened

Retention Period: Permanent - transfer to the King County Archives 75 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County Archives 75 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-004

Category Title: Case Files - Homicides (Solved)

Category Description (Description of activity): Case reports and files assembled by law enforcement staff in the course of investigating homicides that have been solved.

Category Notes (Examples of records in this category): Excludes notorious/historically significant cases covered by PSF-11-002. Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067 or LE2010-068.

Rule Number (DAN): LE2010-062R1

Cutoff: Conclusion of investigation and until exhaustion of appeals process

Retention Period: 20 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-005

Category Title: Case Files - Sex Offenders and Sexually Violent Offenses

Category Description (Description of activity): Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined by Chapter 9A.44 RCW, sexually violent offenses as defined by RCW 71.09.020(17), or pertaining to a sex offender as defined in Chapter 9A.44 RCW.

Category Notes (Examples of records in this category): Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067 or LE2010-068. Records or any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of a law enforcement agency or for pending judicial proceedings shall be transferred to Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).

Rule Number (DAN): LE2010-063R2

Cutoff: conclusion of investigation and until exhaustion of appeals process

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-007

Category Title: Case Files - All Other Case Files

Category Description (Description of activity): Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series.

Category Notes (Examples of records in this category): Excludes notorious/historically significant cases covered by PSF-11-002. Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067 or LE2010-068.

Rule Number (DAN): LE2010-064R1

Cutoff: Conclusion of investigation and exhaustion of appeals process

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System

King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo

Lab
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
Transportation (Department of)-Transit-(SEC) Security
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.
Category Code Level 3: PSF-11-008 Category Title: Case Logs Category Description (Description of activity): Logs documenting case tracking information within the agency. Category Notes (Examples of records in this category): Rule Number (DAN): LE12-01-04R1 Cutoff: All inclusive case files have been destroyed or transferred to Archives Retention Period: 0 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.
Category Code Level 3: PSF-11-012 Category Title: Criminal History Record Information - Felonies and Gross Demeanors Category Description (Description of activity): Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with a felony and/or a gross misdemeanor. Includes, but is not limited to: Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.050; Identifiable descriptions; Notations of arrests and charges. Category Notes (Examples of records in this category): Excludes copies of rap sheets printed from state or federal criminal history database covered by DAN GS50-02-04. Rule Number (DAN): LE07-01-05R2

Cutoff: Date transmitted to Washington State Patrol

Retention Period: 20 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retention period set at 20 years per request of SHERIFF-TECHSVS-AFIS and Kimberly Petty.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL)
All Sections

King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated
Fingerprint Identification System

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-015

Category Title: Evidence/Property in Custody

Category Description (Description of activity): Records documenting intake, management and disposition of property acquired by the agency as evidence or for safekeeping. Includes, but is not limited to: Evidence/property in/out logs; Documentation relating to disposition (destruction, return to owner, etc.).

Category Notes (Examples of records in this category): Excludes records relating to inmate property covered by DANs LE15-01-40 and LE2010-046. Excludes seized property covered by DANs LE05-01-07 and LE03-01-08. Excludes public records requests covered by GS2010-014.

Rule Number (DAN): LE2010-069

Cutoff: Disposition of property and pertinent case file(s)

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Patrol Operations Division-(ALL) All Sections

Category Code Level 1: PSF-Public Safety Management: The functions related to law

enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-Investigations Case Management: The activity of managing the agency's criminal case and investigations.

Category Code Level 3: PSF-11-019

Category Title: Major Accident Response and Reconstruction (MARR)

Category Description (Description of activity): Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation. Includes, but is not limited to: Accident scene drawings and measurements; Crash data logs.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-072

Cutoff: Date of conclusion of investigation

Retention Period: 50 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 11-

Category Code Level 3: PSF-11-024

Category Title: Fingerprint Analysis

Category Description (Description of activity): Fingerprint examination reports produced on request for agencies (law enforcement, weapon sellers, medical examiner, etc.) or individuals for identity verification purposes. Examples include alias reports and booking corrections, comparison reports, ID letters, summaries of relevant criminal history, question of identity reports, etc. May include copy of report submitted to requesting agency, copies of fingerprint cards, rap sheets, and additional supporting information.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2013-010

Cutoff: Request fulfilled or until returned requesting agency

Retention Period: 3 Years

Cross Reference:**Essential Record:** No**Rule Status:** Active**Rule Remarks:** Excludes: Public fingerprint requests covered by LE2013-001; Ten prints or other fingerprints taken or received in regards to a concealed pistol license application or other permit/registration being processed by the agency and covered by a more specific DAN.**Archival Status:** Not Archival**Archival Remarks:** Law Enforcement, Version 6.1 (January 2013) 8.1 Case Management**Department, Division, Sections (DDS) with access to this category:**

King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.**Category Code Level 2:** 11-**Category Code Level 3:** PSF-11-025**Category Title:** Fingerprint Cards - Criminal History**Category Description (Description of activity):** Fingerprint cards for individuals arrested for suspected commission of felony, gross misdemeanor, or misdemeanor crimes. Used to document criminal history and for identification purposes. Per RCW10.98.050, records are submitted to the Washington State Patrol's (WSP) Criminal History Section for inclusion in the Washington State Identification System (WASIS). Information includes tenprint descriptors, fingerprint classification, individual's social security number, physical description, occupation, etc.**Category Notes (Examples of records in this category):** Washington State Patrol (WSP) retains the primary copy. King County Regional AFIS Program (KCRA) retains a secondary copy. KCRA is a pass through from the agency to WSP.**Rule Number (DAN):** Combo Rule PSF-11-025**Cutoff:** Until transmitted to WSP and no longer needed for agency business**Retention Period:** 0 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Washington State Patrol (WSP) retains the primary copy. King County Regional AFIS Program (KCRA) retains a secondary copy. KCRA is a pass through from the agency to WSP.**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System

Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.

Category Code Level 2: 12-Intelligence: The activity of collecting information related to suspected or alleged criminal activity.

Category Code Level 3: PSF-12-004

Category Title: Field Interrogation Reports

Category Description (Description of activity): Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE12-01-08R1

Cutoff: Date of report

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status:

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Stadium Administration (Department of)-General-(ALL) All Sections

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 01-Roads Management: The activity of documenting the management of county roads.

Category Code Level 3: PUT-01-001

Category Title: Right-of-Way/Road Vacation Files

Category Description (Description of activity): Documentation of the process of relinquishing road, street, alley, and other rights-of-way owned by King County.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05A-06R1

Cutoff: Disposition of real property, completion of transaction, or termination/expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Selected records in this series are recorded by the County Auditor.

Reference RCW 4.16.020 for retention period. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES) Real Estate Services

Transportation (Department of)-Road Services-(ENGR) Engineering

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 02-Sewer and Water: The activity of documenting the management of sewer and water.

Category Code Level 3: PUT-02-001

Category Title: Pollution and Pollution Control Studies, Sewer and Water System

Category Description (Description of activity): Studies and reports regarding levels and means of control for water, air and other types of pollution caused by district facilities and operations.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-14

Cutoff: Year end

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)

Operational Sections

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 02-Sewer and Water: The activity of documenting the management of sewer and water.

Category Code Level 3: PUT-02-002

Category Title: Project Files Sewer and Water System Documentation

Category Description (Description of activity): Official account of various water system construction projects, including work orders, ledgers, studies, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-19

Cutoff: Life of facility

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PCCM) Project Planning and Delivery - Project Control and Contract Management

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-PLAN) Project Planning and Delivery - Comprehensive Planning Projects

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-ENER) Resource Recovery - Energy

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water

Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-TEC)

Resource Recovery - Technology Assessment

Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM)
West Point Treatment Plant - Administration

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 02-Sewer and Water: The activity of documenting the management of sewer and water.

Category Code Level 3: PUT-02-003

Category Title: Rate and Billing System Development Documentation

Category Description (Description of activity): Service rate calculations and documentation on billing and collection systems.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-05B-20

Cutoff: Completion of rate schedule

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Note: See 18 CFR §125.3 30.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Director's Office-(DIR) Director's Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste

Natural Resources and Parks (Department of)-Wastewater Treatment-(FA-FIN) Finance and Administration - Finance

Natural Resources and Parks (Department of)-Water and Land Resources-Director's Office

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: PUT-02-006

Category Title: Pollution Control Inspection Reports - Sewer and Water System Documentation

Category Description (Description of activity): Reports on levels of pollutants

being discharged, processed, and removed through the system. Also measurements of pollutants in system's effluent.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-15

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: PUT-02-007

Category Title: Industrial Waste Permits - Sewer and Water System Documentation

Category Description (Description of activity): Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-10

Cutoff: Expiration of Permit

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW)
Industrial Waste

Category Code Level 1: -

Category Code Level 2: -

Category Code Level 3: PUT-02-008

Category Title: Maps and Geographic Data - Sewer and Water System Documentation

Category Description (Description of activity): Maps and related geographic data related to sewer and water systems.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-18

Cutoff: None

Retention Period: Permanent - contact King County Archives for appraisal 2 years after cutoff date

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival. 2 years after the cut-off date, contact the King County Archivist for appraisal and transfer of selected records. The Archives will permanently retain records appraised as archival. Records not selected as archival must be retained permanently by the office of record.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-GIS)
Project Planning and Delivery - GIS/Modeling/Mapping

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 02-

Category Code Level 3: PUT-02-009**Category Title:** Pipe Records - Sewer and Water System Documentation**Category Description (Description of activity):** Records of pipe installation, location, specifications, maintenance history, etc.**Category Notes (Examples of records in this category):****Rule Number (DAN):** UT55-06A-13**Cutoff:** Life of equipment**Retention Period:** 0 years**Cross Reference:****Essential Record:** Yes**Rule Status:** Active**Rule Remarks:** This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list of the locations of other copies inside or outside the agency. Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP)
Project Planning and Delivery - Conveyance Inspection/Flow MonitoringNatural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM)
West Point Treatment Plant - Administration**Category Code Level 1:** PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.**Category Code Level 2: 02-****Category Code Level 3: PUT-02-010****Category Title:** Flow Records - Sewer and Water System Documentation**Category Description (Description of activity):** Documentation of volume in distribution system and daily reports of influent and effluent flow.**Category Notes (Examples of records in this category):****Rule Number (DAN):** UT55-06B-04**Cutoff:** Year end**Retention Period:** 3 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).**Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Natural Resources and Parks (Department of)-Wastewater Treatment-(PPD-INSP) Project Planning and Delivery - Conveyance Inspection/Flow Monitoring
Natural Resources and Parks (Department of)-Wastewater Treatment-(WP-ADM) West Point Treatment Plant - Administration
Category Code Level 1: 02-PUT
Category Code Level 2: 011-
Category Code Level 3: PUT-02-011 Category Title: Sewage Treatment Plant History Files Category Description (Description of activity): Records that document plant operations and compliance with state and federal permit requirements. Category Notes (Examples of records in this category): Rule Number (DAN): UT55-06B-07 Cutoff: Life of the facility Retention Period: 6 years Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12). Archival Status: Potentially Archival - Appraisal Required Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System
Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-RCLAS) Permitting and Real Estate
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-BIO) Resource Recovery - Biosolids
Natural Resources and Parks (Department of)-Wastewater Treatment-(RES-RW) Resource Recovery - Reclaimed Water
Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West

Point Treatment Plant

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 02-

Category Code Level 3: PUT-02-012

Category Title: National Pollutant Discharge Elimination System (NPDES) Permit

Category Description (Description of activity): Permits issued by the Washington Department of Ecology allowing the County to discharge waste material into State waters

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06A-24

Cutoff: Expiration of permit

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Potentially Archival - Appraisal Required

Archival Remarks: Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-CS&ENV) Community Services and Environmental Planning

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-IW) Industrial Waste

Natural Resources and Parks (Department of)-Wastewater Treatment-(ECS-NPDES) National Pollutant Discharge Elimination System

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 02-

Category Code Level 3: PUT-02-013

Category Title: Operators Log - Sewage Treatment Plants

Category Description (Description of activity): Log books used to document the day operations at sewage treatment plants.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT55-06B-08

Cutoff: Year end

Retention Period: Permanent

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Rule code changed from GS to UT per the Utilities Retention Schedule V.1 update (co 1/12).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(TRP-EAST) Treatment Plant - East Section

Natural Resources and Parks (Department of)-Wastewater Treatment-(WTP) West Point Treatment Plant

Category Code Level 1: PUT-Solid Waste

Category Code Level 2: 03-

Category Code Level 3: PUT-03-001

Category Title: Waste Clearance Documentation

Category Description (Description of activity): Documentation of clearance for parties outside of the agency's jurisdiction to dispose of waste at agency landfills.

Category Notes (Examples of records in this category):

Rule Number (DAN): UT50-26-09

Cutoff: Expiration

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Category Code Level 1: PUT-Solid Waste

Category Code Level 2: 03-

Category Code Level 3: PUT-03-002**Category Title:** Unacceptable Waste Statements**Category Description (Description of activity):** Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning letters, follow-up communications, and penalty documentation.**Category Notes (Examples of records in this category):****Rule Number (DAN):** UT50-26-14**Cutoff:** Resolution**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Natural Resources and Parks (Department of)-Solid Waste-(RES) Recycling and Environmental Services

Category Code Level 1: PUT-Noxious Weed Control**Category Code Level 2: 04-****Category Code Level 3: PUT-04-001****Category Title:** Field Inspection Records - Noxious Weed Control**Category Description (Description of activity):** Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation.**Category Notes (Examples of records in this category):****Rule Number (DAN):** WP58-05-04**Cutoff:** Issue resolved**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** Reference RCW 17.10.160 and 17.10.170.**Archival Status:** Potentially Archival - Appraisal Required**Archival Remarks:** Records from this series are potentially archival and cannot be disposed of without archival review. Once the records have met their retention period, contact the King County Archivist for appraisal and transfer of selected records.**Department, Division, Sections (DDS) with access to this category:**

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS)

Operational Sections

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 01-Shelter: The activity of providing shelter to stray, abandoned and owner-released animals.

Category Code Level 3: RAS-01-001

Category Title: Field Officer Daily Reports

Category Description (Description of activity): Field officer daily reports, log books, call books, patrol and pickup requests.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-045

Cutoff: Year End

Retention Period: 4 years

Cross Reference: Supersedes GS50-06E-03

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 01-Shelter: The activity of providing shelter to stray, abandoned and owner-released animals.

Category Code Level 3: RAS-01-002

Category Title: Adoption Applications - Not Resulting in Adoption

Category Description (Description of activity): Records relating to applications received from parties applying to adopt or foster an animal where the application does not result in adoption or fostering, is withdrawn, or is abandoned.

Category Notes (Examples of records in this category):

Rule Number (DAN): AN2013-012

Cutoff: Date of application

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes granted/accepted adoption or fostering applications, where are covered by AN2013-013. The state-defined minimum retention period is "until no longer needed for agency business", but DES-RALS-RASKC has

requested a minimum retention period of 2-years - RW 11/5/2013.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-

Category Code Level 2: 01-

Category Code Level 3: RAS-01-003

Category Title: Animal Microchip Records

Category Description (Description of activity): Records documenting the microchipping of animals at RASKC. Includes microchip label number, pet license number, owner name and pet name and breed.

Category Notes (Examples of records in this category):

Rule Number (DAN): AN2013-014

Cutoff: Date of implant procedure

Retention Period: 20 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The state-defined minimum retention period is "for anticipated lifetime of animal being microchipped"; Glynis Frederiksen of DES-RALS-RASKC requested a minimum retention period of 20 years after date of procedure as a conservative estimate of life of animals that they microchip - RW 11/5/2013.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 02-Enforcement: The activity of investigating animal cruelty and other animal control violations.

Category Code Level 3: RAS-02-001

Category Title: Animal Services Investigation Files

Category Description (Description of activity): Records relating to any cases of code enforcement investigated by Animal Control. Includes cases resulting in criminal or civil charges. Includes: Complaints; Investigations; Evidence; Actions; Bankruptcy notices; Citations and notices; Resolutions; Correspondence; Reports; Bite reports; Petitions; Board of Appeals determinations; Search warrants;

Photographs; Videos; Audio files

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2012-026

Cutoff: Issue resolved

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 01-

Category Code Level 3: RAS-02-003

Category Title: Animal Services Investigation Files - Notorious/Historically Significant

Category Description (Description of activity): Records relating to cases of code enforcement investigated by Animal Control that are considered notorious or historically significant based on public notoriety or controversy, media coverage, impact on the community, or impact on agency policies, techniques, or regulations.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE2010-060R2

Cutoff: Case closed

Retention Period: Permanent - transfer to the King County Archives 2 years after cutoff date

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes: Records pertaining to sex offenders as defined in chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b). Criminal history record information covered by LE07-01-05, LE2010-067, LE2010-068 or LE2013-007. Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Case Files and Inmate Custody Records.

Archival Status: Archival

Archival Remarks: These records should be transferred to the King County

Archives 2 years after the cutoff date. The King County Archives will retain them permanently. Contact the King County Archivist for transfer.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 03-Clinic: The activity of caring for and treating sick and injured animals via medication, surgery, vaccination, spay/neuter or other treatment programs as administered by a licensed veterinarian or veterinary technician.

Category Code Level 3: RAS-03-001

Category Title: Animal Care Record

Category Description (Description of activity): Records documenting the care, custody and disposition of individual animals at RASKC. Includes, but is not limited to: Owner surrender forms; Intake forms; Euthanasia release forms; Jail letters; Owner-completed questionnaires; Kennel cards; Impound letters; Treatment sheets (Yellow sheets); Examinations; Assessments/Evaluations; Veterinary records; Injured animal forms; X-rays; Euthanasia reports; Transfer records; Adoption applications; Adoption agreements

Category Notes (Examples of records in this category):

Rule Number (DAN): AN2013-013

Cutoff: Animal's discharge from agency's custody

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes unsuccessful or withdrawn adoption/foster home applications, which are covered by AN2013-012.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 03-

Category Code Level 3: RAS-03-003

Category Title: Biomedical Waste Disposal Records

Category Description (Description of activity): Records documenting the disposal of biomedical waste (veterinary waste, animal remains, sharps) by an

external vendor. Includes generator manifest.

Category Notes (Examples of records in this category):

Rule Number (DAN): 13DRAFT_04

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Draft

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 03-

Category Code Level 3: RAS-03-005

Category Title: Drug Management Records

Category Description (Description of activity): Records documenting the acquisition/requisition, transfer, inventory and reconciliation, use, and/or disposition of legend drugs or Schedule, I, II, III, IV or V controlled substances under the control or possession of the agency. Includes, but is not limited to: Drug Enforcement Agency Form 222 and other requisition documentation (as required by 21 CFR 1305.17); Drug Inventories or transcriptions of inventories from oral recordings (as required by 21 CFR 1304.04(a) and WAC 246-886-080); Documentation accounting for errors, discrepancies, or inventory reconciliations; Drug Enforcement Agency Form 41; Drug log books (in accordance with WAC-246-886-080(11)); Records documenting disposal, transfer, or destruction of controlled substances (in accordance with 21 CFR 1304.04); Correspondence.

Category Notes (Examples of records in this category):

Rule Number (DAN): AN50-10B-18R1

Cutoff: Year end

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 03-

Category Code Level 3: RAS-03-006

Category Title: Controlled Substance Authorized Personnel Lists

Category Description (Description of activity): Lists of personnel who are authorized to possess and administer controlled substances such as sodium pentobarbital, created and maintained in accordance with WAC 246-886-080(9) or other state or federal regulation.

Category Notes (Examples of records in this category):

Rule Number (DAN): AN2013-016

Cutoff: When superseded

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Note: WAC 246-886-080(11) requires the retention of authorized personnel lists for a minimum of 2 years.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: RAS-Regional Animal Services: The functions related to animal care, pet licensing, sheltering, and investigation of animal cruelty.

Category Code Level 2: 04-Licensing: The functions surrounding the application, issuance and renewal of pet, hobby kennel, individual and organizational placement license

Category Code Level 3: RAS-04-001

Category Title: Pet Licenses

Category Description (Description of activity): Documentation of application for and issuance of pet licenses. Includes: affidavits; notices; applications; spay/neuter certificates.

Category Notes (Examples of records in this category):

Rule Number (DAN): AN50-10B-14R1

Cutoff: Expiration of license

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Excludes lifetime animal licenses covered by AN2013-011.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(RASKC)
Regional Animal Services King County

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-Operations: The activity of operating public transit.

Category Code Level 3: TRA-01-001

Category Title: Americans with Disabilities Act Customer Eligibility Files

Category Description (Description of activity): Records that document the eligibility of customers for Americans with Disabilities Act (ADA). Includes applications for eligible and ineligible customers.

Category Notes (Examples of records in this category):

Rule Number (DAN): TR50-31-02

Cutoff: Termination of service or participation by customer

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Transportation (Department of)-Transit-(SCS) Sales and Customer Service

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-Operations: The activity of operating public transit.

Category Code Level 3: TRA-01-002

Category Title: Transit Authorities Reports and Logs

Category Description (Description of activity): This category represents reports and logs created to document and audit the day-to-day transit operations. May include but is not limited to: lost and found reports, missed trip logs, on-time performance reports, operations reports, operator pre/post shift inspection reports, ridership reports, road call reports, and sales reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule TRA-01-002

Cutoff: Year end
Retention Period: 4 years
Cross Reference:
Essential Record: No
Rule Status: Active
Rule Remarks:
Archival Status: Not Archival
Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(OPS) Transit Operations

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Transportation (Department of)-Transit-(SAFE) Safety

Transportation (Department of)-Transit-(SCS) Sales and Customer Service

Transportation (Department of)-Transit-(SEC) Security

Transportation (Department of)-Transit-(VM) Vehicle Maintenance

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-Operations: The activity of operating public transit.

Category Code Level 3: TRA-01-003

Category Title: Vanpool Monthly Reports - Transit Authorities

Category Description (Description of activity): Records and reports used to document vanpool activities. Also includes the Commuter Van Program Application Application and Agreement.

Category Notes (Examples of records in this category):

Rule Number (DAN): TR50-31-42

Cutoff: Termination of pool

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-Operations: The activity of operating public transit.

Category Code Level 3: TRA-01-004

Category Title: Customer Comment Files

Category Description (Description of activity): Records that document the comments received from customers of transit agencies.

Category Notes (Examples of records in this category):

Rule Number (DAN): TR50-31-10

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(SCS) Sales and Customer Service

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-Operations: The activity of operating public transit.

Category Code Level 3: TRA-01-005

Category Title: Taxi Scrip Receipts

Category Description (Description of activity): Verifies receipt of taxi scrip for sales to public.

Category Notes (Examples of records in this category):

Rule Number (DAN): TR50-31-39

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations

Transportation (Department of)-Transit-(SCS) Sales and Customer Service

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-Operations: The activity of operating public transit.

Category Code Level 3: TRA-01-006

Category Title: Operator Assignment and Shake-Up Records

Category Description (Description of activity): Documentation of assignment of individual to routes and shifts.

Category Notes (Examples of records in this category):

Rule Number (DAN): TR50-31-22

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Transit-(OPS) Transit Operations

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-

Category Code Level 3: TRA-01-008

Category Title: Traffic Statistics (Fare Count and Ridership)

Category Description (Description of activity): Records documenting the number of passengers and vehicles carries by County passenger vehicles, vessels, or buses. Statics provide traffic volumes, trends, and overloads. Records may include statistical counts, reports, data trend spreadsheets.

Category Notes (Examples of records in this category): Information may be used for Federal Reporting, such as the Federal Transit Administration's NTD (National Transportation Database) reporting.

Rule Number (DAN): TR50-31-30

Cutoff: Year end

Retention Period: 3 years, or for period required by FTA

Cross Reference: Currently a part of Combo Rule TRA-01-002

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.

Category Code Level 2: 01-**Category Code Level 3: TRA-01-009****Category Title:** On-Time Performance Reports and Statistics**Category Description (Description of activity):** Reports used to measure on-time performance of County passenger vehicles, vessels, or buses. Performance statistics may identify level of success of service and schedule adherence. Records may include data collection materials such as written logs and statistical counts as well as monitoring, measurement, and statistical reports.**Category Notes (Examples of records in this category):** Information may be used for Federal Reporting, such as the Federal Transit Administration's NTD (National Transportation Database) reporting.**Rule Number (DAN):** TR50-31-20**Cutoff:** Year end**Retention Period:** 3 years, or for period required by FTA**Cross Reference:** Currently a part of Combo Rule TRA-01-002**Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Transportation (Department of)-Marine-(ALL) All Sections

Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.**Category Code Level 2: 01-****Category Code Level 3: TRA-01-010****Category Title:** Transportation Route Schedules/Time-Tables**Category Description (Description of activity):** Final and supporting documentation of County passenger vehicle, vessel, and bus route schedule and time-table of arrival and departures.**Category Notes (Examples of records in this category):** Information may be used for Federal Reporting, such as the Federal Transit Administration's NTD (National Transportation Database) reporting.**Rule Number (DAN):** TR50-31-07**Cutoff:** Until superseded**Retention Period:** 3 years, or for period required by FTA**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:****Archival Status:** Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.
Category Code Level 2: 02-Safety: The activity of managing public transit safety.
Category Code Level 3: TRA-02-001 Category Title: Accident/Traffic Collision Logs and Reports Category Description (Description of activity): Reports and logs from transit operators to report on accidents and incidents involving Transit vehicles. Category Notes (Examples of records in this category): Rule Number (DAN): TR50-31-23 Cutoff: Year end Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(VM) Vehicle Maintenance