Legislation Text

File #: 2025-0076, **Version:** 1

AN ORDINANCE relating to records management, requiring the retention of public records created on county instant messaging platforms; adding a new section to K.C.C. chapter 2.12 and establishing an effective date.

STATEMENT OF FACTS:

1. K.C.C. 2.12.060 provides for the retention of public records by King County in accordance with approved records retention schedules established in accordance with RCW 40.14.070.

2. As technology changes, the tools King County employees and officials use to communicate change as well. King County currently uses Microsoft Teams for instant messaging. It is appropriate to ensure that public records created using instant messaging on Microsoft Teams or other platforms are retained consistent with county records retention policies and schedules.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

NEW SECTION. SECTION 1. There is hereby added to K.C.C. chapter 2.12 a new section to read as follows:

The executive shall ensure that public records created on county instant messaging platforms are not automatically deleted. Rather, such records shall be automatically retained and then managed in compliance with records retention policies and schedules in accordance with K.C.C. 2.12.060.

SECTION 2. This ordinance takes effect July 1, 2025.