

**THE HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 4007**

**ADOPTION OF A RECORDS MANAGEMENT POLICY**

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**WHEREAS**, a Records Management Policy and Retention Schedule is a requirement of the Revised Code of Washington (RCW) 40.14 and Washington Administrative Code (WAC) Section 434; and

**WHEREAS**, the King County Housing Authority's Records Retention Policy and Records Retention Schedule has been developed by the Authority's Records Management Committee; and

**WHEREAS**, this policy will be implemented to assist KCHA employees to better manage records and determine when and how to appropriately dispose of them; and

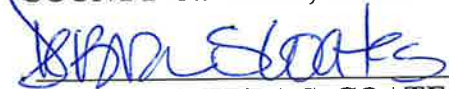
**WHEREAS**, adoption of this policy will expedite implementation and training of employees to successfully perform the management of records.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING,**

That the Records Management Policy be adopted.

**ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 10<sup>TH</sup> DAY OF JULY 2003.**

**THE HOUSING AUTHORITY OF THE  
COUNTY OF KING, WASHINGTON**



**DEBRA S. COATES**, Chair  
Board of Commissioners

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**STEPHEN J. NORMAN**  
Secretary-Treasurer