

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5310

**AMENDING THE RECORDS MANAGEMENT POLICY TO REPLACE THE CURRENT
RECORDS RETENTION SCHEDULE**

WHEREAS, a Records 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 Records Retention Schedule approved by Resolution 4007 is in need of updating; and,

WHEREAS, the Local Government Common Records Retention Schedule (CORE) may be used by all local government agencies in Washington State; and,

WHEREAS, adapting the CORE retention schedule will ensure that KCHA is in full compliance with RCW 40.14.070.

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

SECTION 1: The Local Government Common Records Retention Schedule is hereby adopted and adapted for use by KCHA.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING
THIS 15TH DAY OF DECEMBER 2010.**


STEPHEN J. NORMAN
Secretary-Treasurer

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


NANCY HOLLAND-YOUNG,
Chair Board of Commissioners