

I. ROUTINE ITEMS

B. Adoption of Today's Agenda – September 25, 2014

C. Approval of Minutes – June 26, 2014



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

September 25, 2014 – 10:00 a.m.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Adoption of Today's Agenda
- C. Approval of Minutes for June 26, 2014

II. NEW BUSINESS/ACTION ITEMS

- A. *School Districts and Educational Service Districts Records Retention Schedule (Version 8.1)*
– Julie Blecha

III. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules – Blecha
- B. Announcements from the State Archivist – Steve Excell

IV. NEXT MEETING – October 30, 2014

V. ADJOURNMENT



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

June 26, 2014 – 10:00 a.m.

State Archives Conference Room

1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Cindy Evans, Chair – State Auditor’s Office; Sharon James – Attorney General’s Office; Steve Excell – State Archivist.

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Tracy Rebstock – Southwest Regional Branch Archivist.

Guests Present: Ginger Brooks – Mason County Auditor.

I. ROUTINE ITEMS

A. Call to Order

Cindy Evans called the meeting to order at 10:00 a.m.

B. Adoption of Today’s Agenda

Evans requested that “Introduction of Guests” be removed as an agenda item. She stated that guests are welcome to share their names when they speak, but they also have the statutory right to remain anonymous if they wish.

Motion to adopt the agenda as amended; Evans; second by Sharon James.

Resolution: Motion carried

C. Approval of Minutes for January 30, 2014

Motion to approve the minutes as presented: James; second by Steve Excell.

Resolution: Motion carried

Evans announced that this is James’ last meeting as the Attorney General’s representative, and because all Local Records Committee (LRC) decisions *must be* unanimous, she will phone in to the next LRC meeting in order to approve the minutes of *today’s* meeting.

II. NEW BUSINESS/ACTION ITEMS

A. **County Clerks and Superior Court Records Retention Schedule (Version 7.0) – Julie Blecha**

Blecha thanked Reference Group (RG) members who worked diligently over the past year to update this records retention schedule, including:

- Ginger Brooks, *Mason County Clerk*
- Kim Allen, *Grant County Clerk*
- Mike Killian, *Franklin County Clerk*
- Tammie Ownbey, *Pend Oreille County Clerk*
- Marie Eggart, *Asotin County Clerk*
- Virginia Leach, *Pacific County Clerk*
- Denise Millard (representing Barb Minor, *King Court Superior Court Clerk*)

The RG provided great representation of counties both large and small and both east and west of the mountains, with their individual experiences as Clerks ranging from *many* years to just a few. Additional commendation to Sonja Kraski, past President, and look forward to continuing to work with Ruth Gordon, current of the Washington State Association of County Clerks (WSACC), for prioritizing this project and allocating valuable time at their annual conference in May to do a review of the final draft retention schedule with the entire body of County Clerks. (See agenda packet for Gordon's 6/9/2014 letter on behalf of WSACC requesting approval of version 7.0.)

Evans stated that she reviewed the schedule line by line and, prior to the meeting, had asked Blecha some clarifying questions, all of which were answered to her satisfaction.

James asked for clarification on the retention and disposition language for Exhibits, and Blecha explained that both *exhibits and recordings of proceedings* **require** a court order *before* destroying. The complexity of the retention and disposition language reflects the intricate court rules and various state statutes that the Clerk must consider *before* requesting court permission to destroy and/or transfer these records.

Blecha presented two letters submitted to Committee Members - one from Christopher W. Bawn, an attorney in Olympia, which emailed to the Committee yesterday, 6/25. The other, dated 6/11, from Tom Thiersch. (Ruth Gordon was also a recipient of the Thiersch email, and the clarifying comments she provided to him are also included.) While Members reviewed the correspondence, Russell Wood took the opportunity to remind guests to remember to check their "junk mail", as Bawn's email yesterday at 4:45pm was actually found in the junk mail folder.

Members discussed Bawn's concerns that the draft language *eliminates* the 6-year/15-year retention requirement for civil/criminal case files. Because it is ultimately up to the judge to approve destruction of exhibits and recordings *based on existing court rules and state statute*, the draft language accurately reflects court rules and legislative mandate and does not alter the retention requirements.

Thiersch's concern about capital case records being destroyed upon the death of the defendant was discussed. Evans clarified that the *case files* are retained permanently by the court; it is only the *exhibits and recordings* that can be considered for destruction. James stated that the retention language mirrors that in [Superior Court Special Proceedings Rules – Criminal \(SPRC\) 7](#) and that County Clerks retain the authority to determine which cases are historically and/or notorious, and to keep them or transfer them to Washington State Archives (WSA). Excell explained that WSA is not able to store exhibits/recordings for *all cases*, only those identified by the Clerk as noteworthy.

Court rules and state statute determines under what circumstances a court order to destroy exhibits and recordings can be granted. The retention schedule adds only the *Archival designation for noteworthy cases*, allowing the Clerks to transfer them to WSA, which is not a departure from the current retention schedule.

Motion to approve the *County Clerks and Superior Court Records Retention Schedule (Version 7.0)* as presented; Evans, second by James.

Resolution: Motion carried

Blecha thanked AAG Tsering Kheyup for guidance she provided on four issues, and to Dave Reynolds who, as Whatcom County Clerk/Superior Court Clerk/Juvenile Court Administrator, was able to thoroughly review the draft and provide guidance on the incorporation of the Juvenile Court records

Wood thanked Blecha for her hard work on this very complex project.

Evans requested that retention schedules that cite federal or state statute series be reviewed more frequently so that changes in the laws or WACs can be addressed. Blecha shared that the Clerks indicated at their conference that they'd like to review their retention schedule annually.

To provide guidance on determining which exhibits/recordings may be "noteworthy", Washington State Archives issued an advice sheet entitled *Using Records Retention Schedules: Notorious/Historically Significant Court Exhibits & Recordings of Proceedings*.

Additionally, an advice sheet has been drafted to alert local government agencies that [chapter 13.50 RCW](#) was restructured during the 2014 Legislative session, but the website has not yet been updated, so the correct citations are not yet available. Evans explained that laws are typically codified by September or October.

B. Social Services Records Retention Schedule (Version 1.1) – Blecha

Agenda items B and C were combined because they are so closely intertwined.

C. Revocation of Juvenile Courts and Services Records Retention Schedule (Version 1.0) (JCSRRS) – Blecha

Because Juvenile Court (JC) is defined in statute as a division of Superior Court (SC), the Reference Group determined that it made sense to incorporate JC records into the *County Clerks and Superior Court Records Retention Schedule (CCSCRRS)*. Because separate requirements for JC records were not identified in statute or court rule, they consolidated easily with the rest of the SC records. JC case files continue to have a Non-Archival designation, however, and so the (updated) series (DAN CL50-28-10) has been transferred into the CCSCRRS and remains an exception to the Archival Superior Court Case Files series (CL65-01-08).

The records series in the social services section of the JCSRRS have been transferred – without changes to retention requirements - to draft Version 1.1 of the *Social Services Records Retention Schedule (SSRRS)*, which has been submitted for your approval. SSRRS will undergo a complete revision in the near future.

Because all JC records are now covered in the CCSCRRS and social services records have been transferred to the SSRRS, the JCSRRS has been completely superseded and can be revoked.

Motion to approve the *Social Services Records Retention Schedule (Version 1.1)* as presented; James, second by Excell.

Resolution: Motion carried

Motion to revoke the *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* in its entirety; Evans, second by James.

Resolution: Motion carried

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Blecha

School Districts and ESDs Records Retention Schedule will likely be submitted for approval at the July meeting.

CORE *Human Resource Management* and *Legal Affairs* are the next major revision projects planned, along with UTILITIES *Sewer and Water, Solid Waste, and Telecommunications*.

There are currently 2,897 subscribers on the local government listserv, which includes 129 new subscribers since the last LRC meeting.

B. Announcements from the State Archivist – Steve Excell

WSA has been focusing energies on its Paper Records Reduction Task Force, which may impact *state* government agencies.

Evans officially thanked Sharon James for serving as the Attorney General’s representative since July of 2012.

IV. NEXT MEETING – July 31, 2014

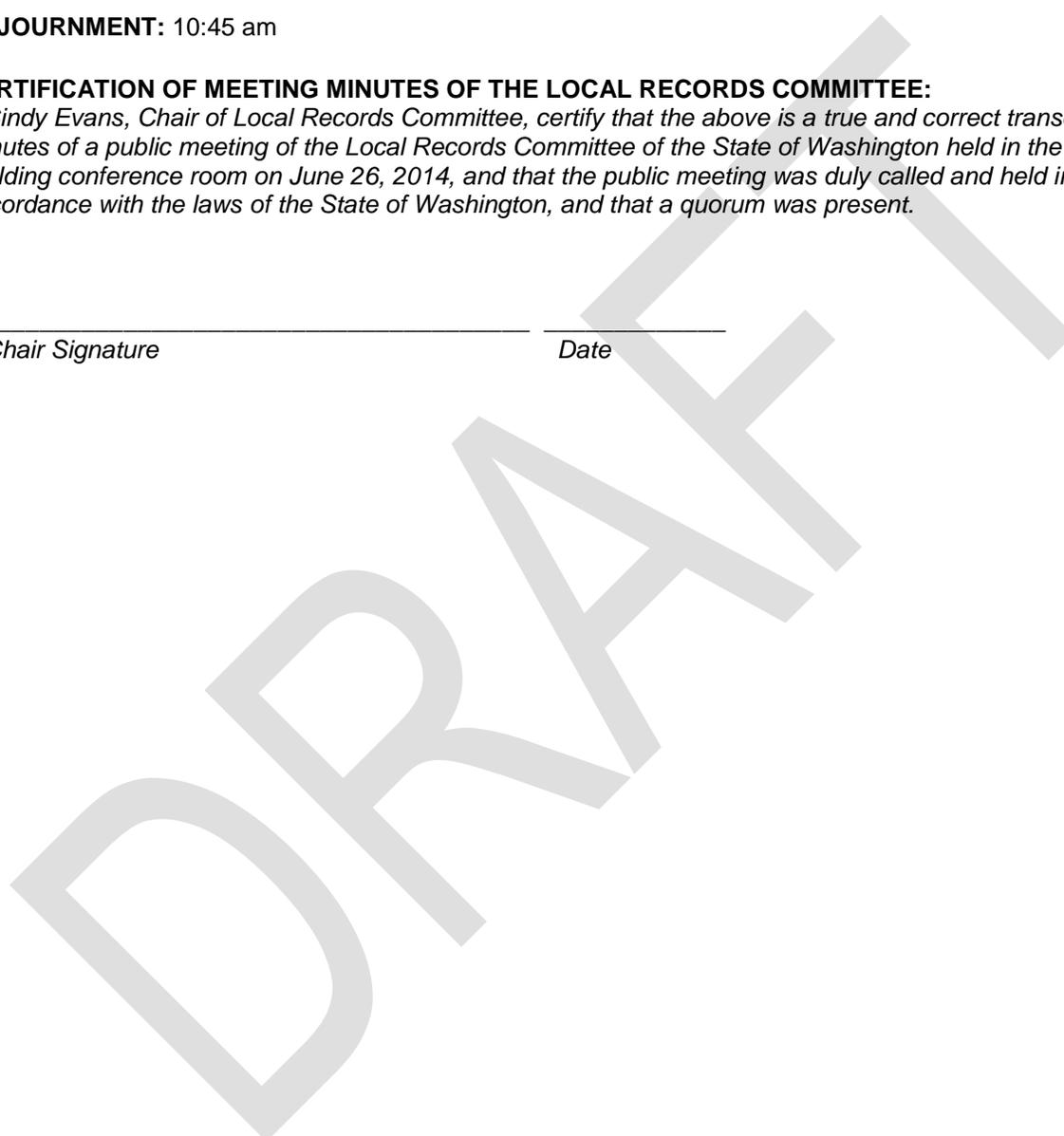
ADJOURNMENT: 10:45 am

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Cindy Evans, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on June 26, 2014, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.

Chair Signature

Date



II. NEW BUSINESS/ACTION ITEMS

A. School Districts and Educational Service Districts Records Retention Schedule (Ver. 8.1)

- Summary of Changes
- Letter from Rick Gregory, Chair, Washington Association of School Business Officials (WASBO) Records Management Committee

This schedule applies to: School Districts and Educational Service Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of School Districts and Educational Service Districts relating to the function of pre-kindergarten through grade 12 education. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. CORE can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of “Life of the Agency” or “Permanent”) must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with [chapter 42.56 RCW](#). Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on *September 25, 2014*.

For the State Auditor: **Cindy Evans**

For the Attorney General: **Matt Kernutt**

The State Archivist: **Steve Excell**

Revision History

| Version | Date of Approval | Extent of Revision |
|---------|--------------------|--|
| 1.0 | 1976 | Initial version. |
| 2.0 | 1980 | |
| 2.1 | 1982-1983 | |
| 3.0 | January 1, 1986 | Major revision. Major revision and multiple updates. |
| 4.0 | March 31, 1994 | |
| 5.0 | March, 1999 | |
| 5.1 | July, 2001 | |
| 5.2 | December, 2001 | |
| 6.0 | March 27, 2003 | |
| 6.1 | May, 2007 | Online version; updated electronic records information. |
| 7.0 | July 29, 2008 | Major revision. Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the now begin with the prefix "SD". |
| 7.1 | July 30, 2009 | Changes to structure/format only; no changes to records series. Indexes added. |
| 7.2 | September 29, 2011 | Attendance/Absence section completely revised. Records series covering field trips and parental permissions updated. Two new records series added, 14 revised, and 18 discontinued. (Please see Revision Guide for details.) Revision numbers added and previous revision notes removed. Secondary record column deleted. (Secondary records are covered by CORE DAN GS50-02-04.) |
| 8.0 | November 29, 2012 | Major revision. Health Services section updated. Reformatted entire schedule. 13 new series added; 15 modified for state audit requirements. Archival designations changed. Removed series covered by <i>CORE</i> . (All changes are detailed in the Revision Guide.) |
| 8.1 | September 25, 2014 | Student Assessment updated, including mandatory state <u>and</u> optional school/district testing. Student Assignment updated, including special programs as defined by statute (highly capable, transitional bilingual, etc.). New series added to cover certificated years of experience, employee sexual misconduct, and bus light/sign failure to stop violation records. Total of 9 new series added; 20 modified for accuracy, clarity and end-user ease. Removed 1 series covered by <i>CORE</i> . (All changes are detailed in the Summary of Changes.) |

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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

1. AGENCY MANAGEMENT

This section covers records relating to agency management that are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See *CORE – Agency Management* for other records relating to the agency's relations with its community.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--|
| SD51-06A-03 Rev. 1 | <i>Community Challenges of Instructional Materials</i> | Retain for 5 years after end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-05-05 Rev. 1 | <i>Descriptive Guide to School District Administration and Buildings</i> | Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |

1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See CORE – Agency Management for other records relating to the agency's relations with its community.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--|
| SD51-01-52 Rev. 1 | <p><i>Historical Records, Materials and Artifacts that should be Retained for Commemorative Events and Displays</i></p> <p>Records documenting significant events or milestones of individual schools, school districts, and educational service districts, where these events are not documented in other records (such as board minutes, students transcripts, etc.)</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Award Lists • Class Activities Materials • Baccalaureate and Commencement Programs • Cumulative Class Rankings • Diploma Order Lists • Exhibits • Final Grade Point Summaries • Honor Roll Lists • Graduating Class History Files • Student Newspapers • Yearbooks/Annuals <p>Excludes graduate lists covered by SD51-20-10.</p> <p>Excludes interscholastic awards covered by SD51-20-02.</p> <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, posters, trophies, uniforms, etc.</i></p> | <p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See CORE – Agency Management for other records relating to the agency's relations with its community.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD51-20-08 Rev. 1 | Photo/Media Release – External Usage Records documenting permission for non-school/district entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video, and audio recordings. | Retain for 6 years after end of school year. <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-20-09 Rev. 1 | Photo/Media Release – School/District Usage Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings. | Retain for 6 years after image/recording no longer being used <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD2012-062 Rev. 0 | Photo/Media Release – Denial of Permission Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out. | Retain until end of school year or until superseded, <i>whichever is later</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-01-35 Rev. 1 | Public Research Access Request Request for access to district records for research purposes. Excludes public disclosure requests covered by CORE DAN GS50-09-04. Excludes records relating to release of student records, which are covered by SD2012-068 or SD51-05F-02. | Retain for 3 years after resolution of request <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See CORE – Agency Management for other records relating to the agency's relations with its community.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| SD51-01-39 Rev. 1 | <p>Public Research Access Request Log</p> <p>Excludes public disclosure requests covered by CORE DAN GS50-09-04.</p> <p>Excludes recording relating to release of student records, which are covered by SD2012-068 or SD51-05F-02.</p> | <p>Retain for 3 years after last entry in log <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |

1.2. PLANNING, MISSION, AND CHARTER

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.

See *CORE* – Agency Management for other records relating to agency planning, mission and charter.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--------------------------------------|
| SD51-07-08 Rev. 1 | <i>Demographic and Enrollment Projections</i> | Retain for 3 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD2011-153 Rev. 0 | <i>School Safety Plans</i> Records relating to the agency's plans for ensuring student and staff safety at school. Includes, but is not limited to: <ul style="list-style-type: none"> • Safe school plans prepared in accordance with RCW 28A.320.125; • Harassment, intimidation and bullying prevention plans prepared and maintained in accordance with RCW 28A.300.285. | Retain for 6 years after obsolete or superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

1.3. POLICIES AND PROCEDURES

The activity of creative systematic approaches to operations and processes, where not covered by CORE.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| SD51-05J-05 Rev. 2 | <p>School Assignment Procedures Records documenting school assignment procedures <i>where not incorporated in School Board Minutes and/or Resolutions</i>. Includes records that document the development of the procedures. Excludes school board minutes covered by <i>CORE</i> DAN GS50-05A-13.</p> | <p>Retain for 6 years after superseded <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> |

DRAFT

1.4. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--|
| SD51-12-05 Rev. 1 | <p>Healthy Youth Survey Results School/district results of the (voluntary) Healthy Child Student Survey sponsored by the Superintendent of Public Instruction, the Departments of Health, Social and Health Services, and Commerce, and the Family Policy Council.</p> <p><i>Note: Statewide survey results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction's records retention schedule.</i></p> | <p>Retain for 6 years after end of fiscal year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> |
| SD51-03C-17 Rev. 1 | <p>Impact Aid Programs – Child Not Eligible Federal impact aid surveys completed by parents/legal guardians in accordance with 34 CFR §222.35, where the children are determined to be <u>not</u> eligible. Excludes surveys documenting children who <u>are</u> eligible for federal impact aid, which are covered by CORE series GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>.</p> | <p>Retain until submittal of the application for federal impact aid <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |

1.4. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| SD51-01-37 Rev. 2 | <p>Reporting – Office of the Superintendent of Public Instruction (OSPI) – General Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with Title 28A RCW and Title 392 WAC, where not covered by a more specific records series. Includes reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, corrections, etc.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Alternative Learning Experience (ALE) enrollment (WAC 392-121-182); • Apportionment, enrollment count, P-223, attendance/absence report, etc.; • Essential Academic Learning Requirements (EALR) implementation verification reports (RCW 28A-230-095); • Ethnicity and race data (RCW 28A.300.505); • Graduation and dropout data; • School safety plan <u>summary</u> (RCW 28A.300.285); • Transportation-related forms and reports (fuel, mileage, McKinney-Vento, Student Transportation Allocation Reporting System (STARS), etc.); • Truancy report; • Weapons and student behavior data. <p>Excludes school safety <u>plans</u> covered by SD2011-153. Excludes reports to federal and other regulatory agencies.</p> | <p>Retain for 4 years after submission of report <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

1.4. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD2012-063 Rev. 0 | <p>Reporting – Student Health and Safety Records relating to student health and safety submitted to the regulatory agencies as required by federal, state, or local law, or by school/district policy, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Reports of suspected cases, outbreaks, and suspected outbreaks of communicable diseases to the local health department in accordance with WAC 246-101-420; • Annual immunization status report submitted to the Department of Health in accordance with RCW 28A.210.110(3). | <p>Retain for 4 years after submission of report <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-09-03 Rev. 1 | <p>Reporting – Suspected Child Abuse Records relating to suspected child abuse as reported to the Department of Social and Health Services (DSHS) Child Protective Services or to the proper law enforcement agency in accordance with RCW 26.44.030. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.</p> | <p>Retain for 6 years after submission of report <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

1.5. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| SD51-05-11 Rev. 1 | <p>Accreditation Records documenting accreditation from Northwest Accreditation Commission (NWAC), Educational Service Districts (ESDs), or other accrediting body recognized by the United States Department of Education. Accreditation is a voluntary process for granting public recognition to institutions that meet external standards of quality.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Self-evaluation of the School Improvement Plan (SIP) and/or SIP planning process; • Evaluation conducted by accrediting body; • Certificate of accreditation. <p>Excludes records relating to Basic Education Act compliance covered by SD51-05-10.</p> | <p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |
| SD51-05-10 Rev. 1 | <p>Basic Education Act Compliance Records relating to annual review of the district’s K-12 programs – and reporting to the Washington State Board of Education – to confirm compliance (or non-compliance) with the minimum requirements of the Basic Education Act in accordance with WAC 180-16-195. Includes waiver requests and results.</p> <p><i>Note: This record is retained by the Office of the Superintendent of Public Instruction for 25 years in accordance with its records retention schedule.</i></p> | <p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |
| SD51-05-06 Rev. 1 | <p>Official District Negotiated School Calendars</p> | <p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

1.5. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--|
| SD51-05-08 Rev. 1 | School Service Boundary Decision Working File | Retain for 3 years after boundary approved by governing body <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-05-02 Rev. 2 | School Service Boundary Records Official legal description and drawings of school district boundaries, including director district boundaries. | Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |
| SD51-05-13 Rev. 2 | Superintendent of Schools (General) Records documenting the official duties and actions of the school/district's Superintendent of Schools pursuant to RCW 28A.400.030 , where not covered by a more specific records series. May include, but is not limited to, official statement of graduating class, etc. <i>Note: Records documenting school board meetings are covered by CORE series GS50-05A-13.</i> | Retain for 6 years after end of calendar year <i>then</i> Contact Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |

1.6. TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

See CORE – Agency Management for other records relating to training provided by the agency.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| SD51-04G-01 Rev. 1 | <p>Agency-Provided Training – In-Service Education Programs Records documenting approved in-service education programs provided by the local government agency to the public, customers, contractors, or agency employees, where continuing education credits/clock hours are awarded in accordance with WAC 181-85-205.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded; • All other records required by WAC 181-85-205. <p>Excludes training provided by the agency where in-service education credit hours are <u>not</u> awarded, which is covered by CORE series GS2011-180.</p> <p>Excludes employee training certificates/history retained in the employee’s personnel file.</p> | <p>Retain for 7 years after in-service program completed <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

2. ASSET MANAGEMENT

This section covers records relating to asset management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

2.1. REPORTING

*The activity of providing information relating to the agency's assets, as required by regulating authorities.
See CORE – Asset Management for other records relating to the agency's assets.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--------------------------------------|
| SD51-12-03 Rev. 1 | Reporting – Operating Savings (Major Facility Projects) Reports submitted to the Washington State Department of Enterprise Services (DES) documenting operating savings resulting from implementation of Leadership in Energy and Environmental Design (LEED) silver standards in major facility projects in accordance with RCW 39.35D.040 . | Retain for 4 years after submission of report <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.2. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.
See CORE – Asset Management for other records relating to the agency’s assets.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--------------------------------------|
| SD51-05G-04 Rev. 1 | Bus Condition Checklist Daily evaluation of bus by drivers. | Retain for 1 year after end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

2.3. OPERATIONS

*The activity of managing the day-to-day usage of the local government agency's buildings, vehicles and equipment.
See CORE – Asset Management for other records relating to the agency's assets.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| SD51-05G-06 Rev. 1 | <i>Bus Operations Daily Log</i> May show bus route, time trip began and ended, number of pupils carried, and driver's signature. | Retain for 6 years after end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-05G-07 Rev. 1 | <i>Bus Schedule for All Schools</i> Shows route, stops and time for each bus. Includes state approved route map. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

3. EDUCATIONAL SERVICE DISTRICTS

3.1. ADMINISTRATION

Reference [chapter 28A.310 RCW](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--|
| SD51-11-02 Rev. 1 | <i>Educational Service District Boundary Records</i> | Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |

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3.2. LEARNING RESOURCE CENTER

Reference [chapter 28A.310 RCW](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|--------------------------------------|
| SD51-13-03 Rev. 0 | <i>Learning Resource Center (LRC) Selection Advisory Committee Purchase Recommendations (Voting Tabulation)</i> | Retain for 3 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-13-04 Rev. 0 | <i>Teacher Evaluation Forms of Learning Resource Center (LRC) Collections</i> Includes files, etc. | Retain for 3 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

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3.3. TEACHER CERTIFICATION

Reference [chapter 28A.410 RCW](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| SD51-14-02 Rev. 0 | <i>Certificate Information Summary</i> Computed data. | Retain for 6 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-14-04 Rev. 0 | <i>Professional Education Permits – Temporary</i> | Retain for 6 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

4. FINANCIAL MANAGEMENT

This section covers records relating to financial management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

4.1. BUDGET

*The activity of determining estimates of the local government agency's future revenue and expenditures.
See CORE – Financial Management for other records relating to the agency's budget.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--------------------------------------|
| SD51-02-03 Rev. 1 | <p>Apportionment Report from OSPI Apportionment report received from the Office of the Superintendent of Public Instruction (OSPI) informing the district of its funding allocation.</p> <p><i>Note: OSPI's copies of these reports are designated Archival in accordance with its records retention schedule.</i></p> | <p>Retain for 4 years after date of report <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-02A-04 Rev. 1 | <p>Budget Revision Requests Formal requests to revise a budget that has already been adopted.</p> | <p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

4.2. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.
See CORE – Financial Management for other records relating to the agency’s payroll.*

The district must be aware that it is responsible for providing information for the Washington State Department of Retirement Systems’ audits of employee pay history. This information includes hours worked and gross pay per calendar month for the entire term of each employee’s employment with the district. Such information must be retained for at least 60 years. Choice of records series for long-term verification of retirement eligibility should be confirmed with the Washington State Department of Retirement Systems. Chosen records series may be retained on microfilm instead of hard copy.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--------------------------------------|
| SD51-03E-28 Rev. 1 | <i>Payroll Status Sheets for Districts Not Using Personnel Action Request Forms</i> | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-03E-26 Rev. 0 | <i>Payroll Status Sheets for Districts Using Personnel Action Request Forms</i> | Retain until data entered and verified <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

5. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management **where not covered by** the *Local Government Common Records Retention Schedule (CORE)*.

5.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| SD-MISCON Rev. 0 | <p><i>Employee Sexual Misconduct Investigations – Sustained</i> Records relating to an investigation of sexual misconduct <i>as defined by WAC 181-88-060</i>, by an employee <i>as defined by WAC 181-88-020</i>, <i>that results in the employee leaving a position with the school district.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes; • Investigative summary report; • Rebuttal documents (RCW 28A.400.301(12)); • Correspondence and reports to/from OSPI. <p>Excludes investigations that:</p> <ul style="list-style-type: none"> • Do not result in findings of sexual misconduct <i>as defined by WAC 181-88-060</i>. These are covered by <i>CORE</i> series GS50-04B-46, GS50-04B-47, and/or GS50-05A-24. • Result in findings of physical or verbal abuse <i>as defined by WAC 181-88-040 and -050</i>. These are covered by <i>CORE</i> series GS50-05A-24. <p>Excludes summary reports of <i>sustained</i> employee misconduct investigations covered by <i>CORE</i> series GS50-04B-06, <i>Personnel File</i>.</p> | <p>Retain until death of employee <u>or</u> employee reaches age 80, <i>whichever is earlier</i> <i>then</i> Destroy.</p> <p style="color: red; text-align: center;">Awaiting AAG guidance on whether this language sufficiently protects districts.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

5.2. PERSONNEL

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.
See CORE – Human Resource Management for other records relating to the agency personnel.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| SD-CERT Rev. 0 | <p><i>Certificated Years of Experience</i> Records documenting certificated employee work experience as defined by WAC 392-121-262, which is used for future salary computation verification purposes pursuant to WAC 392-121-280.</p> <p>Excludes records used for retirement verification covered by CORE series GS50-03E-04, GS50-03E-15, or GS50-03E-22.</p> | <p>Retain until death of employee <u>or</u> employee reaches age 80, <i>whichever is earlier</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL ESSENTIAL OPR |
| SD51-01-46 Rev. 1 | <p><i>Signature of Receipt Record</i> Receipts or lists signed by employees to verify receipt of instructions, or documents such as paychecks, leave/ benefit reports, retirement system accounting statements, etc.</p> | <p>Retain for 1 year after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

5.3. STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.
See CORE – Human Resource Management for other records relating to agency staff development.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--------------------------------------|
| SD51-04G-03 Rev. 1 | <p>List of HIV/AIDS and HBV Trained Employees</p> <p>List of public school employees who have been educated about the transmission, prevention, and treatment of HIV/AIDS pursuant to RCW 70.24.290 & chapter 392-198 WAC, and other blood borne pathogens pursuant to Washington Industrial Safety and health Act (WISHA) standards, chapter 296-823 WAC .</p> <p><i>Reference: WAC 296-802-20010.</i></p> <p><i>Note: Individual employee training records are covered by CORE series GS50-04G-01, Employee Training History File.</i></p> | <p>Retain for 30 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

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6. STUDENT LEARNING

6.1. CURRICULUM

The activity of the school/district defining, describing, and providing instructional programs, content, materials, and resources to students.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| SD51-06A-02 Rev. 2 | <p>Administration of Federal and State Categorical Grant Programs Records relating to the administration of federal and state categorical grant-funded programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • District- or school-wide notifications/information distributed to parents/legal guardians/students about educational opportunities and services; • Student information (names/eligibility lists, <i>copies</i> of test scores, etc.); • Staff information (<i>copies</i> of employment applications, payroll/stubs, etc.); • Budget, inventory of equipment, legal reports, pre- and post-test data, comparability reports, evaluations; • Promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.). <p><i>Note: Some records covered by this series (e.g., individual student records, employment applications and payroll, etc.) are <u>also</u> covered more specifically elsewhere. Records that serve multiple purposes must be retained for the longest of the applicable minimum retention periods.</i></p> | <p>Retain until completion of State Auditor’s examination report <i>and</i> retain for period required by grant or program, <i>whichever is later</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-06A-04 Rev. 1 | <p>Course Additions, Deletions, and Changes</p> | <p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

6.1. CURRICULUM

The activity of the school/district defining, describing, and providing instructional programs, content, materials, and resources to students.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|--|
| SD51-06A-19 Rev. 1 | Course Description Catalog | Retain for the life of the agency. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-06A-05 Rev. 1 | Curriculum Summaries and Guides | Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM |

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6.1. CURRICULUM

*The activity of the school/district **defining, describing, and providing instructional programs, content, materials, and resources to students.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-06A-11 Rev. 2 | <p>Curriculum Requests/Waivers/Substitutions</p> <p>Records relating to student requests for classes or waivers/substitutions, <i>where authorizing signature/initials from school district staff is required</i> (principal, teacher, counselor, etc.)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for curriculum requirement waivers; • Requests to take classes outside of the school/district; • Denial/approval of request, etc.; • Communications to and from parent/legal guardian. <p>Examples of waivers include, but are not limited to:</p> <ul style="list-style-type: none"> • Physical education waivers for health reasons; • HIV/AIDS or sex education waivers (RCW 28A.230-070(4) or RCW 28A.300.475(6)); • Washington state history or math waivers (WAC 180-51-066). <p>Excludes:</p> <ul style="list-style-type: none"> • Student “surveys” used to plan staffing and course offering, that do NOT require authorizing signature, and are covered by <i>CORE</i> series GS50-02-05, <i>Transitory Records</i>. • State assessment waivers covered in <i>Student Achievement Testing (Standardized)</i>. | <p>Retain for 5 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-06A-06 Rev. 1 | <p>Essential Academic Learning Requirements (EALR) – Program Files</p> <ol style="list-style-type: none"> 1. A complete set of student learning objectives for each core subject. 2. Community input data for development of EALR student learning objectives. 3. Evaluation data for each EALR. <p>Excludes information verification reports submitted to the Office of the Superintendent of Public Instruction (OSPI), which are covered by SD51-01-37.</p> | <p>Retain until superseded <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

6.1. CURRICULUM

The activity of the school/district *defining, describing, and providing instructional programs, content, materials, and resources to students.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--|
| SD51-06A-07 Rev. 1 | Essential Academic Learning Requirements (EALR) – Program Results | Retain until test data compiled and issued <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-06A-09 Rev. 1 | Essential Academic Learning Requirements (EALR) – Individual Reports | Retain until test data compiled and issued <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-06A-08 Rev. 2 | Graduation Requirements Statement of courses and credits required for graduation that is approved by the school/district’s governing body. Includes locally adopted high school graduation requirements (and procedures for equivalencies) for career and technical high school courses offered in high schools and skills centers in accordance with RCW 28A.230.097 , and alternative high school graduation requirements adopted in accordance with WAC 180-18-055 . | Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |
| SD51-06A-10 Rev. 2 | Instructional Materials Subject File Evaluation data and recommendations on instructional materials that are accrued prior to Board adoption, <i>where not included in advisory board agenda packets and covered by CORE series GS2012-027.</i> | Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Contact Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |

6.1. CURRICULUM

*The activity of the school/district **defining, describing, and providing instructional programs, content, materials, and resources to students.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--|
| SD51-06A-12 Rev. 0 | <i>Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing</i> | Retain until end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-20-03 Rev. 1 | <i>School Master Schedule</i> Class schedule unique to each school. | Retain for 6 years after end of school year <i>then</i> Contact Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| SD51-01-49 Rev. 0 | <i>Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian</i> | Retain until end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

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6.2. HOME-BASED INSTRUCTION

Reference [chapter 28A.200 RCW](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| SD51-09A-01 Rev. 1 | List of Services Provided by the School District | Retain until no longer needed for agency purposes <i>then</i> Contact Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |
| SD51-09A-02 Rev. 1 | List of Students Participating in Home-Based Instruction | Retain for 6 years after end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-09A-03 Rev. 2 | Transfer of Home-Based Student to School/District Records relating to the transfer of home-based student to school/district, including placement/evaluation test results, notice of transfer, etc. | Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-09A-05 Rev. 1 | Parent/Legal Guardian Declaration of Intent Annual statement of intent by parent/ legal guardian to provide full-time or part-time home-schooling for an individual student. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

6.3. SKILLS CENTER

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--|
| SD51-10-02 Rev. 1 | <p>Skills Center Patient Case Files Records of health care/treatment given to patients provided as part of an instruction program through a skills center.</p> <p><i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p> | <p>Retain for 8 years after last provision of health-related services <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |
| SD51-10-03 Rev. 1 | <p>Skills Center Student Time Log/Sheet Log/sheet recording a student's presence/absence in a skills center course. Reference WAC 392-117-050.</p> | <p>Retain for 5 years after end of fiscal year <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

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6.4. SPECIAL EDUCATION PROGRAM

*The activity of providing a free and appropriate education to children with disabling conditions pursuant to [chapter 28A.155 RCW](#) & [chapter 392-172A WAC](#). Excludes records relating to Rehabilitation Act of 1973 **Section 504** accommodations, which are covered in [CORE – Legal Affairs](#).*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-05I-02 Rev. 2 | <p><i>Special Education Program – Student History File</i> Includes psychological and IQ test results, eligibility decision documentation, evaluation and other reports, Individualized Education Programs (IEPs), correspondence, and other information regarding the student.</p> <p><i>Reference WAC 392-172A-05235: “Each school district shall inform parents and adult students when personally identifiable information collected, maintained, or used in compliance with this chapter is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law.”</i></p> <p>Excludes:</p> <ul style="list-style-type: none"> • Official student record covered by SD51-05F-10. • Disposition information provided to parent/adult student covered by SD51-05I-03. | <p>Inform parent/adult student pursuant to WAC 392-172A-05235 <i>and</i> Retain for 6 years after separation from program <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-05I-03 Rev. 2 | <p><i>Special Education Program – Student History File Retention/Disposition Notification</i> Records relating to informing parents/adult student that personally identifiable information contained in the Special Education Student History File is <i>no longer needed to provide educational services to the child</i> pursuant to 34 CFR § 300.624, but <i>will remain accessible to the parent/adult student for six years</i>, as required by SD51-05I-02, <i>Special Education Program – Student History File</i>.</p> <p><i>Reference WAC 392-172A-05235: Parents/adult student must be informed that the educational record is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law.</i></p> <p><i>Reference WAC 392-172A-05235: After notification and minimum retention requirements have been met, records MUST be destroyed if requested by parent/adult student.</i></p> <p><i>Reference 34 CFR § 300.624 and Family Educational Rights and Privacy Act of 1974 (FERPA).</i></p> | <p>Retain for 6 years after parent/adult student informed in accordance with WAC 392-172A-05235 <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

6.4. SPECIAL EDUCATION PROGRAM

The activity of providing a free and appropriate education to children with disabling conditions pursuant to [chapter 28A.155 RCW](#) & [chapter 392-172A WAC](#). Excludes records relating to Rehabilitation Act of 1973 **Section 504** accommodations, which are covered in [CORE – Legal Affairs](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| SD51-051-04 Rev. 1 | <p>Special Education Program – Student Not Eligible Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program. Reference chapter 392-172A WAC.</p> | <p>Retain for 5 years after student determined to be ineligible <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |

6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD2012-074 Rev. 1 | <p>Alternative Learning Experience (ALE) Records documenting student participation in an alternative learning experience program pursuant to WAC 392-121-182. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Letter of attestation/statement of understanding; • District release form and/or shared agreement (if sharing student); • Written student learning plan (start/stop dates; approval date when district/teacher approves plan; estimated hours per week of student participation in ALE; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; HQT (highly qualified teacher) for each course; whether ALE meets the state’s learning requirements, etc.); • Student/teacher instructional two-way interactions/contacts; • Monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8), including dates when occurred. <p>Excludes attendance records covered by SD51-04-05. <i>Note: Please consult WAC 392-121-182 for additional ALE recordkeeping requirements.</i></p> | <p>Retain for 5 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-06E-01 Rev. 1 | <p>Grade Documentation – Elementary To provide documentation for grades.</p> | <p>Retain for 1 year after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-06E-02 Rev. 1 | <p>Grade Documentation – Secondary To provide documentation for grade and credit record challenges. Includes records that document state graduation requirements, such as culminating projects, senior projects, etc. <i>Remarks: WAC 180-51-061.</i></p> | <p>Retain for 5 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| SD51-09-01 Rev. 1 | Home/Hospital Tutoring Records relating to the provision of home/hospital instruction to students who are temporarily unable to attend school for four weeks or more because of a physical and/or mental disability or illness, in accordance with WAC 392-172A-02100 . | Retain for 6 years after application received or services provided, <i>whichever is later</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-06E-03 Rev. 1 | Lesson Plans | Retain for 1 year after end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD-SELECT Rev. 0 | Student Assessments (School/District Optional) – Test Selection Records relating to the selection of optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc., where the test: <ul style="list-style-type: none"> Is <u>not</u> required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI) and is not tied to funding; Is <u>not</u> required for high school graduation and is not tied to grade progression; Results are <u>not</u> required to be submitted to OSPI. Excludes testing administration and results covered by SD-ASSESS. Excludes selection of tests developed by OSPI which are designated Archival for OSPI and are retained by OSPI until transferred to Washington State Archives for permanent retention. | Retain for 3 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| SD-ASSESS Rev. 0 | <p><i>Student Assessments (School/District Optional) – Testing and Results</i> Records relating to optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc. <i>where the test:</i></p> <ul style="list-style-type: none"> • Is <u>not</u> required by federal or state statute and/or OSPI and is <u>not</u> tied to funding; • Is <u>not</u> required for high school graduation and is <u>not</u> tied to grade progression; • Results <u>are not</u> required to be submitted to OSPI. <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Test assignment lists, sign-in sheets/rosters, scoring booklets/worksheets; • Test data, results and reports; • Measures of Academic Progress (MAP), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), etc. <p>Excludes:</p> <ul style="list-style-type: none"> • Mandatory testing covered in the <i>Student Achievement Testing (Standardized)</i> section. • Test results included in classroom grade documentation covered by SD51-06E-01 and SD51-06E-02. • Vendor/3rd party testing results (SAT, ACT, AP, IB) retained in student cumulative folder. • Test selection records covered by SD-SELECT. | <p>Retain for 1 year after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7. STUDENT ADMINISTRATION

7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

*The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). **Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD-REQUEST Rev. 0 | <p>Standardized Achievement Tests – Communications and Requests Records relating to informing parents/legal guardians about mandatory state assessments, and processing requests for waiver/substitution made on behalf of individual students. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • District- or school-wide notifications/information distributed to parents/legal guardians/students about mandatory state testing; • Communications to and from individual parents/legal guardians regarding testing waivers, substitutions, etc.; • Records relating to approval/denial of request, etc. • Excludes individual student test results covered by SD51-06A-17. | <p>Retain for 5 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-06A-16 Rev. 2 | <p>Standardized Achievement Test Results – Group Reports Summary of standardized achievement tests required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). May include scores by class, grade, program, sex, ethnic group, building, district, etc. <i>Note: OSPI's record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</i></p> | <p>Retain for 5 years after date of report <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

*The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). **Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|--------------------------------------|
| SD51-06A-17 Rev. 2 | <p><i>Standardized Achievement Test Results – Individual Student</i> Individual student results of standardized achievement tests <u>required</u> by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes <u>optional</u> school/district assessments covered by SD-ASSESS. <i>Note: OSPI's record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</i></p> | <p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |



7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

*The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). **Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| SD51-06A-18 Rev. 2 | <p>Standardized Achievement Testing (Mandatory) Records documenting standardized achievement testing required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI), where OSPI is the custodian of the student responses and test results. Includes contractors.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Test booklet assignment lists, sign-in sheets/rosters, etc.; • All test questions and all answers regardless of format (paper or electronic), including test booklets, answer/bubble sheets, etc.; • Correspondence with OSPI (testing irregularities, modified testing schedules, medical exemptions, damaged/missing numbered booklets, proof of return of test materials, etc.). <p>Tests/testing materials may include, but are not limited to:</p> <ul style="list-style-type: none"> • Measurements of Student Progress (MSP); Smarter Balanced Tests (English Language Arts, Math, etc.); • High School Proficiency Exam (HSPE), HSPE-Basic, Developmentally Appropriate Proficiency Exam (DAPE); • End of Course Exams (EOC Algebra, EOC Geometry, EOC Biology, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Testing results incorporated into official student record (SD51-05F-10). • English language proficiency assessments conducted pursuant to chapter 28A.180 RCW and covered by SD-ENGLISH. <p>Reference Washington State Assessment Coordinators Manual on OSPI's website at: http://www.k12.wa.us/TestAdministration/Instructions/default.aspx.</p> | <p>Retain until completion of testing <i>then</i> Return secure test materials and Destroy non-secure test materials as directed by OSPI in the current Washington State Assessment Coordinators Manual.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 35 and 36.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| SD2012-064 Rev. 0 | <p>Homeless Child and Youth Identification/Eligibility Determination Records relating to identifying students who lack fixed, regular and adequate nighttime residences, and determining services necessary to ensure their educational success in grades PreK-12, pursuant to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Screening/interview/intake forms and checklists (eligible and ineligible); • Information provided to parents/legal guardians about educational and related opportunities available to their children; • Outreach efforts conducted by the district homeless liaison and other district staff (notices posted at shelters, etc.); • Coordination with other entities and agencies. <p>Excludes official agency policies and procedures covered by <i>CORE</i> series GS50-01-24.</p> | <p>Retain for 6 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-09-02 Rev. 2 | <p>Immunization Status Records documenting a student's immunization status, including proof of immunization pursuant to RCW 28A.210.080, or certification of exemption pursuant to RCW 28A.210.90. Includes Department of Health Certificate of Immunization Status form #348-013.</p> | <p>Retain until student graduates or withdraws <i>then</i> Return to parent/legal guardian or emancipated student <i>or</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 35 and 36.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| SD2012-065 Rev. 0 | <p>Immunization/Exemption Reporting Compliance</p> <p>Records documenting the school/district's efforts to achieve student compliance with immunization requirements pursuant to RCW 28A.210.080 and chapter 246-105 WAC. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Steps taken to bring students into compliance; • Correspondence to and from parent/legal guardian(s). <p>Excludes immunization status reports covered by SD51-09-02.</p> | <p>Retain until compliance is achieved or student withdraws/graduates, <i>whichever is sooner then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD2012-066 Rev. 1 | <p>Immunization-Related Exclusions</p> <p>Records relating to the exclusion of students from school due to failure to provide proof of immunization or certification of exemption pursuant to RCW 28A.210.120, WAC 246-105-080, and/or chapter 392-380 WAC. Includes exclusions due to communicable disease outbreaks pursuant to chapter 246-110 WAC.</p> <p>Excludes immunization status reports covered by SD51-09-02.</p> | <p>Retain for 3 years after date student excluded from school <i>then</i></p> <p>Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.2. STUDENT ASSIGNMENT

*The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school **and** grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. **Excludes Special Education records covered on pages 35 and 36.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-05J-06 Rev. 2 | <p><i>Student Assignment – General</i> Records relating to the assignment of a specific student to a district, school or program <i>where a placement process exists</i> (such as lottery, teacher nomination, etc.). Does <u>not</u> include categorical/special service <u>or</u> special education programs.</p> <p>Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> • Alternative education/learning programs (online programs, math/art/science/music academies, etc.); • Early entrance (WAC 392-335-025), full-day kindergarten, Montessori, etc.; • International Baccalaureate (IB), Advanced Placement (AP); • “College in school” classes (where not associated with Running Start). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists (eligible and ineligible); • Testing results; • Communications with parents/legal guardians; • Appeals. <p>Excludes:</p> <ul style="list-style-type: none"> • Special education programs regulated by chapter 28A.155 RCW; • Categorical/special service programs covered by SD51-06A-13, SD-ENGLISH, & SD-ALT; • Alternative Learning Experience (ALE) programs covered by SD20122-074; • Home-based instruction covered by SD51-09A-01, -02, -03, and -05; • Student transfers covered by SD51-05J-02, SD2012-067 and SD51-09A-03. | <p>Retain for 6 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 35 and 36.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| SD51-06A-13 Rev. 2 | <p>Student Assignment – Special Service Programs (Student Not Placed) Records relating to student qualification for or placement in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute and where the student is denied placement or where the student/parent/legal guardian declines placement. <u>See exclusions, below.</u></p> <p>Programs/classes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Highly Capable/Gifted/Talented (chapter 392-170 WAC); • Learning Assistance Program (LAP) (chapter 392-162 WAC); • Indian Education Programs (Title VII); • Running Start Program (chapter 392-169 WAC); • Dropout Reengagement Program (chapter 392-700 WAC). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists; • Testing results; • Communications with parents/legal guardians. • Appeals. <p>Excludes:</p> <ul style="list-style-type: none"> • Special education programs regulated by chapter 28A.155 RCW; • Transitional bilingual instruction programs regulated by chapter 28A.180 RCW; • Homeless child and youth programs covered by SD2012-064; • Alternative Learning Experience (ALE) records covered by SD2012-074. | <p>Retain for 1 year after placement denied or declined and expiration of appeal period, whichever is later then Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 35 and 36.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD-ALT Rev. 0 | <p>Student Assignment – Special Service Programs (Student Placed) Records relating to student participation in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute. <u>See exclusions, below.</u></p> <p>Programs/classes include, but are not limited to:</p> <ul style="list-style-type: none"> • Highly capable/gifted/talented (chapter 392-170 WAC); • Learning Assistance Program (LAP) (chapter 392-162 WAC); • Indian Education (Title VII {20 U.S.C. 7401 et seq.}); • Running Start Program (chapter 392-169 WAC); • Dropout Reengagement (chapter 392-700 WAC). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists; • Testing results; • Communications with parents/legal guardians. <p><i>Excludes:</i></p> <ul style="list-style-type: none"> • Special education programs regulated by chapter 28A.155 RCW; • Transitional bilingual instruction programs regulated by chapter 28A.180 RCW; • Homeless child and youth programs covered by SD2012-064; • Alternative Learning Experience (ALE) records covered by SD2012-074. • Grade documentation covered by SD51-06E-02. | <p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 35 and 36.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD-ENGLISH Rev. 0 | <p>Student Assignment – Special Service Programs (Transitional Bilingual Instruction) Records relating to determining student <i>eligibility for and</i> student <i>participation in</i> Transitional Bilingual Instruction Programs (TBIP) pursuant to chapter 28A.180 RCW, such as English Language Learners (ELL) or English as a Second Language (ESL). Includes ineligible and eligible students.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Home Language Survey (HLS) verified by parent/legal guardian or emancipated student; • Communications with parents/legal guardians, notifications, etc.; • English language proficiency assessment results (<i>placement and annual</i> tests); • Documentation pertaining to student's exit from program. <p>Reference OSPI publication Washington State Transitional Bilingual Instruction Program Guidelines at www.k12.wa.us/MigrantBilingual/TBIP-Guidelines.aspx.</p> | <p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-05J-02 Rev. 3 | <p>Student Assignment – Transfer Requests (Granted) Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student's resident school district (<i>commonly referred to as boundary exceptions</i>) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request <i>is granted</i>.</p> | <p>Retain for 6 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.2. STUDENT ASSIGNMENT

*The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school **and** grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. **Excludes Special Education records covered on pages 35 and 36.***

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| SD2012-067 Rev. 1 | <p>Student Assignment – Transfer Requests (Not Granted)</p> <p>Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student's resident school district (commonly referred to as boundary exceptions) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request is <u>not</u> granted.</p> <p><i>Note: School district decisions may be appealed to the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.225.230.</i></p> | <p>Retain for 3 years after denial of request <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-05J-04 Rev. 2 | <p>Student Registration</p> <p>Records documenting student entry into and/or withdrawal from the school/district, including students who register but do not attend.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and registration forms or cards; • Annual printouts verified and signed by parent/legal guardian. <p>Excludes records relating to student transfers, which are covered by SD51-05J-02.</p> | <p>Retain for 3 years after superseded <i>or</i> 3 years after student graduates or withdraws from school/district, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.3. STUDENT ATTENDANCE/ABSENCE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-04-01 Rev. 1 | <p>Absence (Student) – Grades K-8 Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence; • Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by SD51-04-10.</i></p> | <p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner,</i> <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD2011-154 Rev. 0 | <p>Absence (Student) – Grades 9-12 Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence; • Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by SD51-04-10.</i></p> | <p>Retain for 1 year after end of fiscal year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.3. STUDENT ATTENDANCE/ABSENCE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD51-04-05 Rev. 1 | <p>Attendance Records documenting student presence or absence, <u>each day and/or period</u>, in all grade levels.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Attendance in all learning environments (classroom, alternative learning experience, pre-kindergarten programs administered by the agency, etc.); • Attendance in institutional education programs (notification from state- or county-operated juvenile detention centers/groups homes, adult jails and state correctional facilities, community schools, etc.); • Attendance cards, bubble sheets (including student identifiers), and all other source and supporting documentation; • Paper and/or electronic input; • All grade levels (Pre-K, K-12, etc.). <p>Excludes grant-funded programs (Head Start, etc.) which are covered by records series in the Financial Management section of the <i>Local Government Common Records Retention Schedule (CORE)</i>.</p> | <p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.3. STUDENT ATTENDANCE/ABSENCE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-06C-31 Rev. 1 | <p>Attendance – School-Sponsored Activities, Events and Programs Records relating to student attendance at school-sponsored events and extra-curricular activities, such as field trips, music, science and athletic activities or competitions, traffic safety programs, safety patrol, etc. Includes travel away from school facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation arrangements (including bus trip requests/authorizations, ticket logs, private vehicle checklists, etc.). <p><i>Note: If an accident/incident occurs, these records are covered by CORE series GS50-06C-03, GS2010-081, GS50-01-10, and/or GS53-02-04.</i></p> | <p>Retain for 6 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-04-14 Rev. 1 | <p>Student Tracking Recordings documenting student whereabouts while at school.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Student sign in/sign out sheets, late arrival/early departure logs, etc.; • Temporary authorizations for bus and pick-up changes. <p>Excludes admit slips and hall passes, which are covered by CORE series GS50-02-05.</p> | <p>Retain until end of fiscal year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.3. STUDENT ATTENDANCE/ABSENCE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| SD51-04-10 Rev. 1 | <p><i>Truancy Case Files</i> Records relating to student absence where a truancy petition <u>has</u> been filed against the parent/legal guardian in accordance RCW 28A.225.035.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Absence reports/profiles; • Phone logs and correspondence (including email) to and from parent/legal guardian; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. • Petitions to compel school attendance; • Compulsory school attendance filing forms; • Intervention plans; • Truancy conference counseling forms. | <p>Retain for 6 years after case closed <i>or</i> 6 years after student leaves/withdraws from school district, <i>whichever is later then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-04-07 Rev. 1 | <p><i>Truancy Petition/Disposition Log</i> Summary listing/log which tracks the filing and disposition of truancy petitions to compel school attendance.</p> | <p>Retain for 6 years after last entry <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| SD51-05F-05 Rev. 1 | <p>General Educational Development (GED) Test – Eligibility</p> <p>Records relating to student requests for approval to take the General Educational Development (GED) test in accordance with chapter 180-96 WAC in order to receive a Certificate of Educational Competence pursuant to chapter 131-48 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of application/request for approval to test and determination of eligibility signed by a designated district employee stating that there is a substantial and warranted reason for the student to leave the regular high school education program; • Notarized statement/letter for home school students pursuant to RCW 28A.225.010(4); • Agency copies of student GED test scores and Certificates of Educational Competence. <p><i>Note: The State Board of Community and Technical Colleges (SBCTC) administers GED testing and retains a record of all certificates of educational competence issued until the recipient reaches age 90 in accordance with its records retention schedule.</i></p> | <p>Retain until no longer needed for agency business <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-05F-02 Rev. 1 | <p>Authorization For/Release of Student Records – Prior Consent Not Required</p> <p>Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with 34 CFR § 99.31, 34 CFR §99.32(d), and WAC 392-172A-05195, and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • The parent or eligible student; • A school official under 34 CFR §99.31(a)(1); • Certain parties seeking directory information under 34 CFR § 99.37; • A judicial order or subpoena under 34 CFR §99.31(a)(9)(ii)(A), (B) & (C). <p>Excludes disclosure to state and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3), which are covered by SD2012-068.</p> <p>Excludes requests where prior consent is required, which are covered by SD2012-068.</p> <p>Reference: Family Educational Rights and Privacy Act (FERPA).</p> | <p>Retain for 3 years after request received and records released <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD2012-068 Rev. 0 | <p>Authorization For/Release of Student Records – Prior Consent or Documentation Required Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32.</p> <p>Includes, <u>but is not limited to</u>, requests from and release of records to:</p> <ul style="list-style-type: none"> • Any party with written consent from the parent or eligible student; • State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32; • Private schools where the student is enrolled or plans to enroll pursuant to WAC 392-172A-05225(3); • Officials of participating agencies providing or paying for transition services pursuant to WAC 392-172A-05225(2)(b). <p>Excludes records covered by SD51-05F-02. Reference: Family Educational Rights and Privacy Act (FERPA).</p> | <p>Retain until the education records of the student are no longer retained <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-05F-03 Rev. 1 | <p>Confidential Reports (a.k.a. Guidance Reports or Supplementary Reports) Includes subjective reports and anecdotal information from district, outside agencies and individuals.</p> <p>Remarks: <i>These records should be separated from the cumulative folder with access limited in accordance with the Family Educational Rights and Privacy Act (FERPA).</i></p> | <p>Retain for 3 years after student graduates or withdraws <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--|
| SD51-20-10 Rev. 0 | <p>Graduate List Annual list of graduates. <i>Use DAN GS51-05F-10 for Official Student Records and Transcripts.</i></p> | <p>Retain for 6 years after current school year <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p> |
| SD51-05F-10 Rev. 3 | <p>Official Student Record Documentation of student enrollment history/grade progression for all grades and all schools (K-12). Record must contain student name, academic year, and school attended. Record may also contain additional personally identifiable information including address, phone number, classes attended, grades earned, attendance record, grade level completed, year completed, etc. Includes, but not limited to:</p> <ul style="list-style-type: none"> High school transcripts prepared in accordance with WAC 392-415-070 (including “met/not met” graduation requirements); Middle/junior high school transcript or other academic history showing courses taken and grades earned; Elementary enrollment history and grade progression; Legacy records such as permanent record cards & teacher registers (prior to 1940’s); Records documenting all successful requests for and changes to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc. <p><i>Note: All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</i></p> | <p>Retain for 100 years after student graduates or withdraws <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| SD2012-069 Rev. 0 | Official Student Record – Change Request Denied Records relating to requests for changes to official student records by a student/legal guardian, where the change is not allowed/made . Excludes changes that are made to official student records covered by SD51-05F-10. | Retain for 6 years after request denied <i>then</i> Destroy . | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-05F-11 Rev. 1 | School Registers <i>Remarks: If there is no official student record that supersedes the school registers, these must be retained for 100 years.</i> | Retain until no longer needed for agency business <i>then</i> Contact Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| SD51-05F-07 Rev. 3 | <p><i>Student Cumulative Folder (Student File Folder)</i> Contains information collected on each student in addition to the Official Student Record, regardless of storage medium or format.</p> <p>May contain, but is not limited to:</p> <ul style="list-style-type: none"> • Date of entry and withdrawal; • Identifying information (name, birth date, sex, year in school, address, telephone number, parent/legal guardian name, ethnic classification, contact information (parent/legal guardian place of employment, family doctor, babysitter, siblings), etc.); • Grades and other student progress reports; • Results of standardized tests and assessments (MSP, HSPE, WELPA, SAT, AP/IB, etc.); • Records of student accomplishments and participation in school activities; • Such other information as shall enable staff to counsel with students and plan appropriate activities. <p><i>Note: All records made or received by the agency <u>must</u> remain in the custody of the agency until the minimum retention periods have been met in accordance with WAC 434-615-020. When a student transfers out-of-district, the original cumulative folder <u>must</u> be retained by the agency for 3 years after the student withdraws or graduates. A <u>copy</u> of the student's cumulative folder <u>may</u> be sent to the receiving district.</i></p> <p><i>Note: Items listed in this series may (also) be covered elsewhere in this schedule and must be retained for the longer of the two retention periods (if they differ).</i></p> | <p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-01-50 Rev. 1 | <p><i>Student Disciplinary Action Report</i></p> | <p>Retain for 3 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD51-05F-08 Rev. 2 | Student Discipline Files Includes student expulsion records. | Retain for 3 years after matter resolved or 3 years after student graduates or withdraws, <i>whichever is sooner then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD2012-070 Rev. 0 | Student Identification Photos Individual student photos taken for identification purposes by school/district staff or outside contractors. Also includes class photos. | Retain until no longer needed for agency business <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-05F-09 Rev. 1 | Student Locator Cards/Class Schedules | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

8. STUDENT SERVICES

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD51-08-01 Rev. 1 | Catering Requests Requests for use of kitchen and the supplying of food and labor.. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-02 Rev. 1 | Food Handler's Permit/Food Worker Card Documentation that all agency employees (includes volunteers) who handle unwrapped or unpackageged food have been issued a food worker card pursuant to chapter 69.06 RCW and chapter 246-217 WAC . | Retain until obsolete or superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-03 Rev. 1 | Food Service Orders For supplies needed to operate school lunch program. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD51-08-04 Rev. 1 | Free or Reduced-Price Meal Applications Applications for reduced-price or free meals in compliance with the National School Lunch Program . <i>Reference National School Lunch Act Provisions 1, 2, & 3 - Fact Sheet and National School Lunch Program 7 CFR § 210.</i> | Retain for 6 years after final reimbursement based on the application <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-08-15 Rev. 1 | Free or Reduced-Price Meal Application Verifications Records relating to verification of eligibility for free and reduced price meals and free milk pursuant to 7 CFR § 245.6a . | Retain for 3 years after end of federal fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-20-04 Rev. 1 | HACCP (Hazard Analysis & Critical Control Points) Food Safety Plan Food safety hazard analysis plans and reports prepared in accordance with the Hazard Analysis & Critical Control Point (HACCP) system pursuant to 9 CFR § 417 and 21 CFR § 123.6 . Includes annual validations and any modifications or changes. | Retain for 6 years after obsolete or superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-08-14 Rev. 1 | Health Inspections Inspection of facility to ensure it meets federal and state standards. | Retain until superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-05 Rev. 1 | Meal and Milk Count Reports and Documentation Record of daily meals and milk served. <i>Remarks: Reference 7 CFR § 210.</i> | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--------------------------------------|
| SD51-08-13 Rev. 1 | Meal Production Records Records of amount of food prepared and served to meet meal patterns. | Retain for 3 years after end of federal fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-06 Rev. 1 | Meal Ticket/Credit Log Listing of meal tickets/credits issued, including number, date, name of purchaser, and/or recipient and amount paid. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-07 Rev. 1 | Meal Tickets Prepaid meal tickets. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-16 Rev. 1 | Menus | Retain until obsolete or superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--------------------------------------|
| SD51-08-08 Rev. 1 | Monthly Meal Count Reimbursement Report Includes monthly meal count and edit checks as supporting documentation. | Retain for 6 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-08-09 Rev. 1 | School Breakfast Program Plan Includes plan and backup documentation submitted to OSPI for program approval. | Retain for 6 years after plan obsolete or superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| SD51-08-10 Rev. 1 | Site Health Permit | Retain until obsolete or superseded <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-08-11 Rev. 1 | Stock Control Records Listing of food items, supplies, and commodities used for manual count of inventory on hand. May be used to complete the F-196 report. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|---|
| SD51-08-12 Rev. 1 | <p><i>Stock Inventory Report Summary</i> Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices. May be used to complete the F-196 report.</p> | <p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |

8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| SD2012-071 Rev. 0 | <p>Health Care/Services Provided to Students Records documenting the administration of health care and services provided to students by the school/district (includes staff, contractors, and volunteers). Health care/services may include, but are not limited to:</p> <ul style="list-style-type: none"> • First aid; minor illness/injury; emergencies (diabetes, anaphylaxis, injuries, etc.); • Health screenings (visual, auditory, etc.) pursuant to chapter 28A.210 RCW; • Speech-language pathology, mental health care, physical therapy, catheterization, etc. • Administration of medication pursuant to RCW 28A.210.260-.270 & chapter 18.79 RCW. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Parent/legal guardian authorization/permission for administration of medication and/or health care/services and procedures, etc.; requests for student to be exempted from health-related care/services (such as health screenings, etc.); • Medication/treatment order for students with life-threatening health conditions (RCW 28A.210.320) or chronic health conditions; • Individual health plans (IHP); • Health screening results and notification of regulatory agencies, parents/legal guardians, and other bodies in accordance with chapter 28A.210 RCW; • Communications sent or received that relate to student health care/services (to or from parent/legal guardian, medical professionals, regulatory agencies, etc.); • Student medical records received from outside health care/service providers which are used for planning and execution of health care/services by the school/district. <p><i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p> | <p>Retain for 8 years after last provision of health-related services <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| SD51-09-05 Rev. 1 | <p>Health/Nurse Room Registry Registry, log or list of students appearing in the health room or nurse's office due to health-related issues. May include sign-in/sign-out sheet, date, time, etc. Excludes records of services/care provided, which are covered by SD2012-071. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p> | <p>Retain for 8 years after last entry <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |
| SD51-09-08 Rev. 0 | <p>Medication Administration Daily Log A chronological listing or log of oral medication dosages administered to students in accordance with RCW 28A.210.260. Excludes student-based health records covered by SD2012-071.</p> | <p>Retain for 8 years after last entry/dose administered <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |
| SD2012-072 Rev. 0 | <p>Medication Errors Records relating to documenting and reporting instances of medication errors, including suspected theft. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p> | <p>Retain for 8 years after end of school year <i>or</i> 8 years after investigation completed/matter resolved, <i>whichever is later</i> <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| SD2012-073 Rev. 0 | <p>Medication Inventory Records relating to the inventory and/or final disposition of unused student medication in the school's custody.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Controlled substance counting; • Return of medication to parent/legal guardian, destroyed, or delivery to law enforcement agency. <p>Excludes the administration of medication covered by SD2012-071. Excludes instances of suspected theft covered by SD2012-072.</p> | <p>Retain for 1 year after medications returned/destroyed/delivered to law enforcement agency <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

8.3. INTERSCHOLASTIC ACTIVITIES

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|---|
| SD51-20-02 Rev. 1 | <p><i>Interscholastic Activities – Achievements</i></p> <p>Records documenting individual, team and group achievements in interscholastic activities and contests, where students from more than one school district compete with each other for possible advancement to regional, district, state, and/or national levels of competition.</p> <p>Interscholastic activities and contests include, but are not limited to, those overseen by:</p> <ul style="list-style-type: none"> • Office of the Superintendent of Public Instruction: Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Future Business Leaders of America (FBLA), etc.; • Association of Washington School Principals: Student Council, National Honor Society, Senate Youth Program, etc.; • Washington Interscholastic Activities Association (WIAA): Drama, forensics, music, spirit, athletics; • Independent sponsors: Chess, History Day, Knowledge Bowl, Math Olympiad, Science Bowl, Spelling B's, YMCA Youth & Government Mock Trial Program, etc. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Schedules (dates and locations of competitions, events, games, meets & matches); • Rosters; • Event/tournament programs, photos, posters, etc. • School protests of events/games; • Awards/recognition and rankings. <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, trophies, uniforms, etc.</i></p> | <p>Retain for 6 years after end of school year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> |

8.3. INTERSCHOLASTIC ACTIVITIES

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--------------------------------------|
| SD51-03-04 Rev. 2 | <p><i>Interscholastic Activities – Eligibility</i> Records relating to student and school eligibility and registration for interscholastic activities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Physicals, insurance, emergency contact/medical information, etc.; • Grade point, appeals, etc.; • Registration (student, league, etc.). <p>Excludes parent/legal guardian consent forms which are covered by SD51-06C-31. Excludes records covered by SD2012-071.</p> | <p>Retain for 3 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-03-15 Rev. 1 | <p><i>Interscholastic Activities – Self-Evaluation Surveys</i> Records relating to the school/district’s compliance with Title IX of the Educational Amendments Act of 1972 and 34 CFR §106.41.</p> <p>Includes, but is not limited to, self-evaluation surveys on activities students would like to participate in and limitations of students, completed in accordance with 34 CFR 106.3(c).</p> | <p>Retain for 6 years after end of school year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

8.4. TRANSPORTATION

Reference [chapter 28A.160 RCW](#).

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| SD51-05G-02 Rev. 1 | <i>Application for Special Transportation – Accepted</i> For students with medical problems, or physical disabilities to receive district transportation services. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-05G-14 Rev. 1 | <i>Application for Special Transportation – Denied</i> | Retain for 1 calendar year after application denied <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-05G-13 Rev. 2 | <i>Improper Student Conduct on the Bus</i> Records documenting instances of improper student conduct on school/district buses. May include bus route, time of incident, nature of incident, and student(s) name(s). <i>Note: This record may become part of a investigation case file or student discipline file and retained longer than one year.</i> | Retain for 1 year after incident <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD-STOP Rev. 0 | <i>Bus Sign/Light Violation – Failure to Stop</i> Records relating to driver/vehicle failure to stop for a school bus in accordance with RCW 46.61.370 . Includes, but is not limited to: <ul style="list-style-type: none"> • Form SPI 1514 completed pursuant to RCW 46.61.372, <i>whether filed with law enforcement or not</i>; • Form SPI 1514 returned by law enforcement agency indicating disposition completion. | Retain for 1 year after end of school year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

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SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes *School Districts and Education Service Districts Records Retention Schedule* *Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)*

SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

All *previously approved* disposition authorities for records that are covered by Version 8.1 are **revoked**, including those listed in all general **and** agency unique retention schedules. Agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

This revision guide has been prepared as a helpful tool for school and educational service district staff. It highlights changes to records retention requirements as approved by the Local Records Committee on September 25, 2014 pursuant to RCW 40.14.070. **This guide is NOT the records retention schedule, itself.** Rather, it is provided as a “crosswalk” to be used while transitioning from the previous version (8.0) to the current approved version (8.1).

Changes include:

- ✓ 9 new records series created to cover specific records;
- ✓ 19 records series updated/enhanced to provide clarity and end-user ease;
- ✓ 1 records series discontinued because the records are covered by an existing *CORE* series;
- ✓ 8 records series with an “**Archival – Appraisal Required**” designation modified to direct agencies to “**Contact** Washington State Archives for appraisal and selective retention”. This word-switch from “*Transfer*” to “*Contact*” is NOT considered a revision for numbering purposes (Rev. 1, etc.).

Records series designated “**Archival – Permanent Retention**” continue to direct agencies to “**Transfer** to Washington State Archives for permanent retention”.

Note: *CORE* = Local Government Common Records Retention Schedule
SAO = State Auditor’s Office

SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes
School Districts and Education Service Districts Records Retention Schedule
Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

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SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes
School Districts and Education Service Districts Records Retention Schedule
Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

NEW RECORDS SERIES

The records series listed below are new to Version 8.1. Details and rationale are provided.

| Title and Description | NEW DAN | Minimum Retention and Disposition | Designations | Rationale |
|--|---------------------|--|---|--|
| Employee Sexual Misconduct Investigations – Sustained | SD-MISCON p. 25 | Retain until death of employee or employee reaches age 80, <i>whichever is earlier</i> , then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | WAC 181-88-060 obliges school districts to (retain and) forward records of sexual misconduct of former employees to prospective employing districts. The minimum retention period reflects the possible career span of all classified, certificated, and substitute employees. |
| Certificated Years of Experience | SD-CERT p. 26 | Retain until death of employee or employee reaches age 80, <i>whichever is earlier</i> , then Destroy. | NON-ARCHIVAL ESSENTIAL OPR | WAC 392-121-280 obliges school districts to retain certain records that substantiate each certificated instructional employee’s placement on Legislative Evaluation and Accountability Program (LEAP) salary allocation documents. The minimum retention period reflects the possible career span of all certificated employees. |
| Student Assessments (School/District Optional) – Test Selection | SD-SELECT p. 38 | Retain for 3 years after end of fiscal year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | Selection of <u>non</u> -mandatory standardized assessments. |
| Student Assessments (School/District Optional) – Testing and Results | SD-ASSESS p. 39 | Retain for 1 year after end of school year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | Testing materials & results of <u>non</u> -mandatory standardized assessments. |
| Standardized Achievement Tests – Communications and Requests | SD-REQUEST p. 40 | Retain for 5 years after end of school year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | Records documenting information provided to and received from parents/legal guardians relating to mandatory state assessments. Includes waiver and substitution requests. Five year minimum mirrors <i>Grade Documentation – Secondary</i> , SD51-06E-02. |
| Student Assignment – Special Service Programs (Student Placed) | SD-ALT p. 47 | Retain for 3 years after student graduates or withdraws from district then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | Covers records relating to student participation in special service/categorical programs. Excludes programs with different statutory requirements (such as transitional bilingual instruction programs) which are covered elsewhere. Also excludes special education. |
| Student Assignment – Special Service Programs: Transitional Bilingual Instruction | SD-ENGLISH p. 48 | Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | OSPI publishes very specific (and unique) retention requirements for transitional bilingual instruction programs (TBIP) pursuant to chapter 28A.180 RCW , including the requirement to retain records of ineligible students until 3 years after student graduates or withdraws. |
| Bus Sign/Light Violation – Failure to Stop | SD-STOP p. 71 | Retain for 1 year after end of school year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR | Records relating to drivers/vehicles that fail to stop for a school bus. RCW 46.61.370 . Previously uncovered records. |

SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes

School Districts and Education Service Districts Records Retention Schedule Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

| DAN | Version 8.0 Title | Version 8.0 Retention | Version 8.1 Title (If different) | Version 8.1 Retention (If different) | Version 8.1 Change and/or rationale |
|---|---|--|---|--|---|
| SD51-05J-05 Ver. 8.0 p. 37 Ver. 8.1 p. 10 | School Assignment Procedures | Retain for 6 years after superseded then Transfer to WSA for appraisal and selective retention. | | Retain for 6 years after superseded then Contact WSA for appraisal and selective retention. | Moved to <i>Agency Management – Policies and Procedures</i> section. Description enhanced to include records documenting the <i>development</i> of the procedure(s). |
| SD51-06A-02 Ver. 8.0 p. 26 Ver. 8.1 p. 28 | Categorical Program Files | Retain until completion of SAO examination report and retain for period required by grant or program, whichever is later then Destroy. | Administration of Federal and State Categorical Grant Programs | Retain until completion of State Auditor’s examination report and retain for period required by grant or program, whichever is later then Destroy. | Title and description enhanced to clarify that this series covers the <i>administration</i> of categorical programs. Same records covered by this series <i>may</i> be copies of records covered elsewhere (such as individual student records, employee payroll records, etc.). |
| SD51-06A-11 Ver. 8.0 p. 27 Ver. 8.1 p. 30 | Curriculum Requests | Retain for 5 years after end of school year then Destroy. | Curriculum Requests/ Waivers/ Substitutions | | Title and description enhanced to encompass any/all curriculum requests (including waivers and substitutions) <i>that require school/district approval</i> . Excludes “ <i>surveys of interest</i> ” filled out by students & used for general staff/course planning purposes. |
| SD51-06A-10 Ver. 8.0 p. 28 Ver. 8.1 p. 31 | Instructional Materials Subject File | Retain for 4 years after end of fiscal year or until completion of SAO examination report, whichever is sooner then Transfer to WSA for appraisal and selective retention. | | Retain for 4 years after end of fiscal year or until completion of SAO examination report, whichever is sooner then Contact WSA for appraisal and selective retention. | In description, replaced incorrect <i>CORE</i> DAN reference with correct DAN, GS2012-027. (Also updated language in Retention from “Transfer” to “Contact”.) |
| SD51-05I-02 Ver. 8.0 p. 32 Ver. 8.1 p. 35 | Special Education Program – Student History File | Retain for 6 years after separation from program then Destroy. | | Notify parent/adult student pursuant to WAC 392-172A-05235 and Retain for 6 years after separation from program then Destroy. | Enhanced description to clarify notification/retention requirements required by federal statute and <i>as defined by</i> WAC 392-172A-05235 . |

SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes

School Districts and Education Service Districts Records Retention Schedule

Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

| DAN | Version 8.0 Title | Version 8.0 Retention | Version 8.1 Title (If different) | Version 8.1 Retention (If different) | Version 8.1 Change and/or rationale |
|---|---|--|--|---|--|
| SD51-05I-03 Ver. 8.0 p. Ver. 8.1 p. 35 | <i>Special Education Program – Student History File Disposition Notice</i> | Retain for 6 years after final notice sent then Destroy. | | Retain for 6 years after parent/ adult student informed in accordance with WAC 392-172A-05235 then Destroy. | Enhanced description to reflect notification requirement as required by federal statute and <i>as defined by WAC 392-172A-05235</i> . |
| SD2012-074 Ver. 8.0 p. Ver. 8.1 p. 37 | <i>Alternative learning Experience (ALE) – Student Learning Plan</i> | Retain for 4 years after end of calendar year or until completion of SAO examination report, whichever is sooner then Destroy. | <i>Alternative Learning Experience (ALE)</i> | Retain for 5 years after end of school year then Destroy. | Series title and description refined under SAO guidance. (“Student Learning Plan” removed from title because it is only <i>one</i> of the many records covered by this series.) Retention modified to mirror <i>Grade Documentation – Secondary</i> , SD51-06E-02. |
| SD51-06A-16 Ver. 8.0 p. 35 Ver. 8.1 p. 40 | <i>Standardized Tests – Group Reports</i> | Retain for 5 years after end of school year then Destroy. | <i>Standardized Achievement Test Results – Group Reports</i> | Retain for 5 years after date of report then Destroy. | Series title and description refined to cover only <i>mandatory standardized achievement testing</i> . Cut-off modified for precision. |
| SD51-06A-17 Ver. 8.0 p. 35 Ver. 8.1 p. 41 | <i>Standardized Tests – Individual Student Reports</i> | Retain for 3 years after student graduates or withdraws from district then Destroy. | <i>Standardized Achievement Test Results – Individual Student</i> | | Series title and description refined to cover only <i>mandatory standardized achievement testing</i> . “Note” rephrased for clarity. |
| SD51-06A-18 Ver. 8.0 p. 35 Ver. 8.1 p. 42 | <i>Standardized Tests – Student Records</i> | Retain for 90 days after scores/results released to students or parents then Destroy. | <i>Standardized Achievement Testing (Mandatory)</i> | Retain until completion of testing then Return <i>secure</i> test materials and Destroy <i>non-secure</i> test materials as directed by OSPI in the current Washington State Assessment Coordinators Manual . | Updated series to reflect current requirements <i>and</i> to provide clarity. |

SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes
School Districts and Education Service Districts Records Retention Schedule
Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

| DAN | Version 8.0 Title | Version 8.0 Retention | Version 8.1 Title (If different) | Version 8.1 Retention (If different) | Version 8.1 Change and/or rationale |
|---|--|--|---|--|---|
| SD51-09-02 Ver. 8.0 p. 36 Ver. 8.1 p. 43 | Immunization Status | Retain until student graduates or withdraws then Destroy. | | Retain until student graduates or withdraws then Return to parent/legal guardian or emancipated student or Destroy. | Per Department of Health, immunization form can be considered personal property and returned to parent when student graduates or withdraws. |
| SD2012-066 Ver. 8.0 p. 37 Ver. 8.1 p. 44 | Immunization-Related Exclusions | Retain for 3 years after date student excluded from school then Destroy. | | | Description updated to include WAC references. |
| SD51-05J-06 Ver. 8.0 p. 37 Ver. 8.1 p. 45 | Student Assignment | Retain for 6 years after end of school year then Destroy. | Student Assignment - General | | Updated series to cover records documenting the process of assigning students to general schools/programs where a placement process exists , such as lottery, teacher nomination, etc. Excludes programs with different statutory requirements (such as categorical/special service programs <u>and</u> special education) which are covered elsewhere. |
| SD51-06A-13 Ver. 8.0 p. 35 Ver. 8.1 p. 46 | Student Assessment and Placement Program Case Files | Retain for 1 year after placement determined then Destroy. | Student Assignment – Special Service Programs (Student Not Placed) | Retain for 1 year after placement denied or declined and expiration of appeal period, whichever is later then Destroy. | Updated series to cover records documenting the process of determining student eligibility for special service/categorical programs as defined by statute, where the student is NOT placed . Excludes transitional bilingual instruction programs and special education, which are covered elsewhere. |
| SD51-05J-02 Ver. 8.0 p. 38 Ver. 8.1 p. 48 | Student Assignment/ Transfer Requests (Granted) | Retain for 6 years after end of school year then Destroy. | Student Assignment – Transfer Requests (Granted) | | Title modified to better align with naming schema for this activity. |
| SD2012-067 Ver. 8.0 p. 38 Ver. 8.1 p. 49 | Student Assignment/ Transfer Requests (Not Granted) | Retain for 3 years after denial of request then Destroy. | Student Assignment – Transfer Requests (Not Granted) | | Title modified to better align with naming schema for this activity. |

SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes

School Districts and Education Service Districts Records Retention Schedule Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

| DAN | Version 8.0 Title | Version 8.0 Retention | Version 8.1 Title (If different) | Version 8.1 Retention (If different) | Version 8.1 Change and/or rationale |
|---|--|--|-------------------------------------|---|---|
| SD51-04-05 Ver. 8.0 p. 40 Ver. 8.1 p. 51 | Attendance | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy. | | | Per SAO, bulleted item added to description to specifically include institutional education programs (detention centers, jails, etc.). School must document all student attendance (including those who are institutionalized) on certain "count" days. |
| SD51-05F-10 Ver. 8.0 p. 46 Ver. 8.1 p. 57 | Official Student Record | Retain for 100 years after student graduates or withdraws <i>then</i> Destroy. | | | Description enhanced to provide guidance to schools. Designation changed to "Essential" for this significant record. |
| SD51-05F-07 Ver. 8.0 p. 48 Ver. 8.1 p. 59 | Student Cumulative Folder (Student File Folder) | Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy. | | | Examples of standardized tests and assessments added for clarity (MSP, HSPE, WELPA, SAT, AP/IB, etc.). |
| SD51-05F-08 Ver. 8.0 p. 49 Ver. 8.1 p. 60 | Student Discipline Files | Retain for 3 years after matter resolved or student graduates or withdraws, <i>whichever is sooner then</i> Destroy. | | Retain for 3 years after matter resolved <u>or</u> 3 years after student graduates or withdraws, <i>whichever is sooner then</i> Destroy. | Clarified cut-off language to ensure that these records are retained for a minimum of 3 years. |

SUMMARY OF CHANGES - LRC DRAFT



Summary of Changes
School Districts and Education Service Districts Records Retention Schedule
Crosswalk from Version 8.0 to Version 8.1 (September 25, 2014)

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 8.0 records series listed on the left have been discontinued. Current DANs are on the right.

| Discontinued DAN Ver 8.0 | Version 8.0 Title | Version 8.0 Retention | Schedule: Function: Activity | DAN | Title | Retention and Disposition | Rationale |
|--------------------------|--|---|---|-----------------------------|-------------------------------------|---|--|
| SD51-05G-12 p. 18 | Fuel/Oil Records for Individual Buses and Other Vehicles | Retain for 4 years after end of fiscal year or until completion of SAO examination report, whichever is sooner, then Destroy. | CORE Asset Mgmt: Usage and Operations | CORE GS2012-045 p. 86 | Usage and Dispersal (Assets) | Retain for 4 years after end of fiscal year or until completion of SAO examination report, whichever is sooner, then Destroy. | Consolidation. These are common records covered by CORE. |



Records Management Committee

Local Records Committee
Cindy Evans, Chair
Steve Excell, State Archivist
Sharon James, Attorney General's Office

09/12/2014

Dear Committee Members,

Thank you for your consideration of the proposed changes to the *School Districts and Education Service Districts Records Retention Schedule (Version 8.1)*. As Chair of the Washington Association of School Business Officials (WASBO) Records Management Committee, I write to express our full support of the proposed changes and encourage you to approve Version 8.1 as submitted.

Our Committee, Julie Blecha from the Secretary of State's Office and Cheryl Thresher from State Auditor's office have worked together over the last year to address issues that needed updating in our retention schedule:

1. Student Assessments and Standardized Testing, and Student Assignments
2. We changed language around Special Education Program student history files to clarify timing of notification.

The committee worked very hard to better describe and organize records relating to assessments of students, and assignment of students to specific schools, programs or services like bilingual education. Changing the language related to Special Education has clarified our notification procedure and will allow districts to streamline and improve their processes.

Committee believes that the changes are achievable records management improvements for school district and educational service district users, and we look forward to developing training to help them.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick J. Gregory", is written over a light gray triangular graphic element.

Rick J. Gregory

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