

## 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;
- ✓ 20 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”.

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### 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
<b>Employee Sexual Misconduct Investigations – Sustained and Unfounded</b>	SD2014-020 p. 25	<b>Retain</b> until subject of allegation(s) reaches age 80 <u>or</u> <b>If subject of allegation(s) dies prior to reaching age 80, retain</b> for 30 years after date of death <i>or</i> 30 years after date of separation from employment, <i>whichever is earlier then Destroy.</i>	NON-ARCHIVAL NON-ESSENTIAL OPR	In 2005, to ensure the safety of Washington’s school children, the Legislature established <a href="#">RCW 28A.400.301</a> requiring the <b>disclosure to prospective employers</b> of records relating to teacher sexual misconduct investigations. Because certain investigations <i>may</i> qualify for a privacy exemption from <b>public disclosure</b> pursuant to <a href="#">RCW 42.56.230(3)</a> , job applicants for teaching positions in Washington’s K-12 schools are <b>required</b> to sign <u>releases</u> permitting former employers to share information about these records with hiring districts. (Investigations of teacher physical or verbal abuse accusations do not qualify for the privacy exemption, and may be shared with hiring districts without a special release.)
<b>Employee Verbal Abuse/Physical Abuse Investigations – Sustained and Unfounded</b>	SD2014-021 p. 26	<b>Retain</b> until subject of allegation(s) reaches age 80 <u>or</u> <b>If subject of allegation(s) dies prior to reaching age 80, retain</b> for 10 years after date of death <i>or</i> 10 years after date of separation from employment, <i>whichever is earlier then Destroy.</i>	NON-ARCHIVAL NON-ESSENTIAL OPR	<a href="#">RCW 28A.400.301</a> does <u>not</u> restrict the <b>retention</b> of records documenting investigations of sexual misconduct or physical and verbal abuse allegations. For records <b>retention</b> purposes, references to “physical and verbal abuse”, and/or “sexual misconduct” relate to both to <b>substantiated and unsubstantiated</b> claims. The minimum retention period reflects the conceivable career span of classified, certificated, and substitute employees. Upon death of the subject of the allegations, the district <u>must</u> still retain records to document its due diligence in conducting an adequate investigation – until the statutes of limitations have expired for the misconduct/abuse that allegedly occurred. For guidance on the <b>disclosure</b> of misconduct/abuse investigation records, records managers may wish to consult with legal counsel.
<b>Certificated Years of Experience</b>	SD2014-022 p. 27	Retain until death of employee or employee reaches age 80, <i>whichever is earlier, then Destroy.</i>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	<a href="#">WAC 392-121-280</a> 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.
<b>Student Assessments (School/District Optional) – Test Selection</b>	SD2014-023 p. 39	Retain for 3 years after end of fiscal year then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<b>Selection</b> of <u>non</u> -mandatory standardized assessments.

### 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
<b>Student Assessments (School/District Optional) – Testing and Results</b>	SD2014-024 p. 39	Retain for 1 year after end of school year then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<b>Testing materials &amp; results</b> of <u>non</u> -mandatory standardized assessments.
<b>Standardized Achievement Tests – Communications and Requests</b>	SD2014-025 p. 41	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.
<b>Student Assignment – Special Service Programs (Student Placed)</b>	SD2014-026 p. 48	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.
<b>Student Assignment – Special Service Programs: Transitional Bilingual Instruction</b>	SD2014-027 p. 49	Retain for 3 years after student graduates or withdraws from district then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	OSPI publishes very specific (and unique) retention requirements for transitional bilingual instruction programs (TBIP) pursuant to <a href="#">chapter 28A.180 RCW</a> , including the requirement to retain records of <b>ineligible</b> students until 3 years after student graduates or withdraws.
<b>Bus Sign/Light Violation – Failure to Stop</b>	SD2014-028 p. 72	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. <a href="#">RCW 46.61.370</a> . Previously uncovered records.

**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	<b>School Assignment Procedures</b>	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. 29	<b>Categorical Program Files</b>	Retain until completion of SAO examination report and retain for period required by grant or program, whichever is later then Destroy.	<b>Administration of Federal and State Categorical Grant Programs</b>	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 <b>copies</b> 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. 31	<b>Curriculum Requests</b>	Retain for 5 years after end of school year then Destroy.	<b>Curriculum Requests/ Waivers/ Substitutions</b>		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. 32	<b>Instructional Materials Subject File</b>	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 and provided clarifying guidance. (Also updated language in Retention from “Transfer” to “Contact”.)
SD51-05I-02 Ver. 8.0 p. 32 Ver. 8.1 p. 36	<b>Special Education Program – Student History File</b>	Retain for 6 years after separation from program then Destroy.		Notify parent/adult student pursuant to <a href="#">WAC 392-172A-05235</a> 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> <a href="#">WAC 392-172A-05235</a> .

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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. 36	<b>Special Education Program – Student History File Disposition Notice</b>	Retain for 6 years after final notice sent then Destroy.	<b>Special Education Program – Student History File Retention/Disposition Notification</b>	Retain for 6 years after parent/adult student informed in accordance with <a href="#">WAC 392-172A-05235</a> then Destroy.	Enhanced description to reflect notification requirement as required by federal statute and <i>as defined by <a href="#">WAC 392-172A-05235</a></i> . Also modified title to reflect statute.
SD2012-074 Ver. 8.0 p. Ver. 8.1 p. 38	<b>Alternative learning Experience (ALE) – Student Learning Plan</b>	Retain for 4 years after end of calendar year or until completion of SAO examination report, whichever is sooner then Destroy.	<b>Alternative Learning Experience (ALE)</b>	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. 41	<b>Standardized Tests – Group Reports</b>	Retain for 5 years after end of school year then Destroy.	<b>Standardized Achievement Test Results – Group Reports</b>	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	<b>Standardized Tests – Individual Student Reports</b>	Retain for 3 years after student graduates or withdraws from district then Destroy.	<b>Standardized Achievement Test Results – Individual Student</b>		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. 43	<b>Standardized Tests – Student Records</b>	Retain for 90 days after scores/results released to students or parents then Destroy.	<b>Standardized Achievement Testing (Mandatory)</b>	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 <a href="#">Washington State Assessment Coordinators Manual</a> .	Updated series to reflect current requirements and to provide clarity.

**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. 44	<b>Immunization Status</b>	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. 45	<b>Immunization-Related Exclusions</b>	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. 46	<b>Student Assignment</b>	Retain for 6 years after end of school year then Destroy.	<b>Student Assignment - General</b>		Updated series to cover records documenting the process of assigning students to <b>general</b> schools/programs <b>where a placement process exists</b> , 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. 47	<b>Student Assessment and Placement Program Case Files</b>	Retain for 1 year after placement determined then Destroy.	<b>Student Assignment – Special Service Programs (Student Not Placed)</b>	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 <b>special service/categorical programs as defined by statute, where the student is NOT placed</b> . Excludes transitional bilingual instruction programs and special education, which are covered elsewhere.
SD51-05J-02 Ver. 8.0 p. 38 Ver. 8.1 p. 49	<b>Student Assignment/ Transfer Requests (Granted)</b>	Retain for 6 years after end of school year then Destroy.	<b>Student Assignment – Transfer Requests (Granted)</b>		Title modified to better align with naming schema for this activity.
SD2012-067 Ver. 8.0 p. 38 Ver. 8.1 p. 50	<b>Student Assignment/ Transfer Requests (Not Granted)</b>	Retain for 3 years after denial of request then Destroy.	<b>Student Assignment – Transfer Requests (Not Granted)</b>		Title modified to better align with naming schema for this activity.

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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. 52	<b>Attendance</b>	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. 58	<b>Official Student Record</b>	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. 60	<b>Student Cumulative Folder (Student File Folder)</b>	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. 61	<b>Student Discipline Files</b>	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 <b>minimum</b> of 3 years.

### 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.	<i>CORE</i> Asset Mgmt: Usage and Operations	<i>CORE</i> GS2012-045 p. 86	<b><i>Usage and Dispersal (Assets)</i></b>	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 <i>CORE</i> .

For assistance and advice in applying records retention schedules,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.

**Note:** *CORE* = Local Government Common Records Retention Schedule  
*DAN* = Disposition Authority Number  
*SAO* = State Auditor's Office