



Records Management Committee

Local Records Committee
Cindy Evans, Chair, Office of the State Auditor
Matt Kernutt, Office of the Attorney General
Steve Excell, State Archivist

12/1/2014

Dear Committee Members,

Thank you for your consideration of the proposed changes to the *School Districts and Educational Service Districts Records Retention Schedule (Version 8.2)*. As Chair of the Washington Association of School Business Officials Records Management Committee (WASBO-RMC), I write to express our full support of the proposed changes and encourage you to approve the revised schedule as submitted.

In response to user feedback concerning *employee misconduct and abuse investigations* received since Version 8.1 was approved in September of this year, the WASBO-RMC and staff from Washington State Archives have developed modifications to two records series. Specifically, we modified language in the titles, descriptions, and retention/disposition action portions of SD2014-020 and SD2014-021 in order to expand and better define the scope and requirements for these important records by:

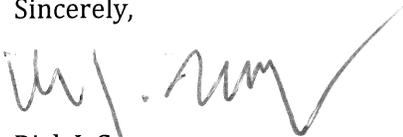
- Including language specifying **accusations** and the school/district's decision(s) not to proceed with an investigation;
- Specifying that **if** an (accused) employee dies prior to reaching age 80, records need to be retained so that as the school/district can defend *its* actions (30 years for sexual misconduct and 10 years for physical/verbal abuse) but only **from the date the employee separated from the school/district**, which can be *many years earlier* than death of the (former) employee.

Of course, any records that have become part of a legal case file and/or public records request *may* have longer retention requirements.

- Removing the "note" relating to filing of summary reports/rebuttal documents in the employee's personnel file. (This complex legal issue should be addressed by the agency's legal counsel.)

WASBO-RMC believes that the changes will address any confusion or problems with the original wording and are achievable records management improvements for school district and educational service district users.

Sincerely,



Rick J. Gregory

WASBO
284 Lee St. S.W. Suite 132
Tumwater, WA 98501
www.wasbo.org