Using Records Retention Schedules: How Long Do Associated Student Body (ASB) Records Need to Be Kept?

Purpose: Provide guidance to school districts and associated student bodies on how long ASB records need to be kept.

ASB records are typically all covered in the Local Government Common Records Retention Schedule (CORE) which can be found at Washington State Archives’ website at: https://www.sos.wa.gov/archives/RecordsManagement/Managing-School-District-Records.aspx

Here is the retention for some of the most common types of ASB records:

<table>
<thead>
<tr>
<th>Type of ASB Records</th>
<th>Covered By</th>
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| Agendas / Meeting Packets / Minutes / Recordings of Meetings | Meetings – Governing/Executive (DAN GS50-05A-13)  
  Retain for 6 years after end of calendar year  
  then  
  Transfer to Washington State Archives for permanent retention |
| Bylaws Developed                                         | Charter and Bylaws – Adopted (DAN GS50-05A-01)  
  Retain until superseded  
  then  
  Transfer to Washington State Archives for permanent retention |
| Yearbooks                                                 | Publications – Master Set (DAN GS50-06F-04)  
  Retain until no longer needed for agency business  
  then  
  Contact Washington State Archives for appraisal and selective retention |

For the full description of these types of records and other guidance, please see the Local Government Common Records Retention Schedule (CORE).