



## Using Records Retention Schedules: How Long Do Recorded Lessons Need to Be Kept?

**Purpose:** Provide guidance to Public Schools and Educational Service Districts on how long recorded lessons need to be retained.

The minimum retention period for recorded lessons and other records relating to the planning of lessons, and teaching materials created or used to facilitate online learning, is covered by the *Public Schools (K-12) Records Retention Schedule*:

### 1 year after end of school year

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06E-03 Rev. 2	<p><b><i>Lesson Plans and Other Teaching Materials</i></b></p> <p>Records relating to the planning of lessons and teaching materials created/used to facilitate learning (including online learning).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Lesson plans;</li> <li>• Recorded lessons;</li> <li>• Website records created to facilitate learning.</li> </ul>	<p><b>Retain</b> for 1 year after end of school year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

The *Public Schools (K-12) Records Retention Schedule* is available from the Washington State Archives' website at:

<https://www.sos.wa.gov/archives/recordsmanagement/managing-school-district-records.aspx>

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**