

## Using Records Retention Schedules: How Long Do School District P-223 Forms Need to Be Kept?

**Purpose:** Provide guidance to school districts on how long monthly enrollment (P-223) forms reported to the Office of the Superintendent of Public Instruction (OSPI) need to be retained.

The minimum retention period for monthly enrollment reporting (P-223) forms submitted to the Office of the Superintendent of Public Instruction (OSPI) is listed in the *School Districts and Educational Service Districts Records Retention Schedule* approved by the Local Records Committee in accordance with [RCW 40.14.070](#).

**P-223 Forms – 4 years OR Until Completion of State Auditor’s Examination Report, (whichever is sooner)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-37 Rev. 2	<p><b>Reporting – Office of the Superintendent of Public Instruction (OSPI) – General</b></p> <p>Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with <a href="#">Title 28A RCW</a> and <a href="#">Title 392 WAC</a>, <b>where not covered by a more specific records series</b>. 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"> <li>• Alternative Learning Experience (ALE) enrollment (<a href="#">WAC 392-121-182</a>);</li> <li>• Apportionment, enrollment count, P-223, attendance/absence report, etc.;</li> <li>• Essential Academic Learning Requirements (EALR) implementation verification reports (<a href="#">RCW 28A-230-095</a>);</li> <li>• Ethnicity and race data (<a href="#">RCW 28A.300.505</a>);</li> <li>• Graduation and dropout data;</li> <li>• School safety plan <u>summary</u> (<a href="#">RCW 28A.300.285</a>);</li> <li>• <a href="#">Transportation-related forms and reports</a> (fuel, mileage, McKinney-Vento, Student Transportation Allocation Reporting System (STARS), etc.);</li> <li>• Truancy report;</li> <li>• Weapons and student behavior data.</li> </ul> <p>Excludes school safety <u>plans</u> covered by SD2011-153.</p> <p>Excludes reports to federal and other regulatory agencies.</p>	<p>Retain for 4 years after submission of report</p> <p>or</p> <p>until completion of State Auditor’s examination report,</p> <p>whichever is sooner</p> <p>then</p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

The *School Districts and Educational Service Districts Records Retention Schedule* is available from 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)