Using Records Retention Schedules: Which Retention Schedules Do Schools Use?

Purpose: Provide guidance to school districts, educational service districts, charter schools, and other public schools on which records retention schedules to use.

Schools need to use the following records retention schedules:

1. **Local Government Common Records Retention Schedule (CORE)**
   
   This schedule covers records that are commonly created/received by most government agencies (including schools), such as records relating to:
   
   - Board meetings
   - Contracts and agreements
   - Facilities management
   - Financial transactions and accounting
   - Grants/levies/bonds
   - Human resources
   - Information systems/technology
   - Legal affairs
   - Payroll
   - Policies and procedures
   - Public records requests
   - Vehicle maintenance

   Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. **Public Schools (K-12) Records Retention Schedule**

   This schedule covers records that are specific or unique to schools, such as records relating to:
   
   - Attendance/absences/truancy
   - Bus services
   - Food and meal programs
   - Grades and assessments
   - Graduations
   - Interscholastic activities
   - Lesson plans and teaching
   - Official student records
   - Parent/guardian permissions
   - Reporting to OSPI
   - Special education
   - Student assignment
   - Student cumulative folders
   - Student discipline
   - Student health

   Exceptions to the *Local Government Common Records Retention Schedule (CORE)* are also covered in this schedule, such as records relating to:
   
   - Certain school employee misconduct
   - Certificated years of experience for instructional staff

* State government agencies use the *State Government General Records Retention Schedule* instead of the *Local Government Common Records Retention Schedule (CORE)*.

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)