

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. School Districts and Educational Service Districts 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

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