

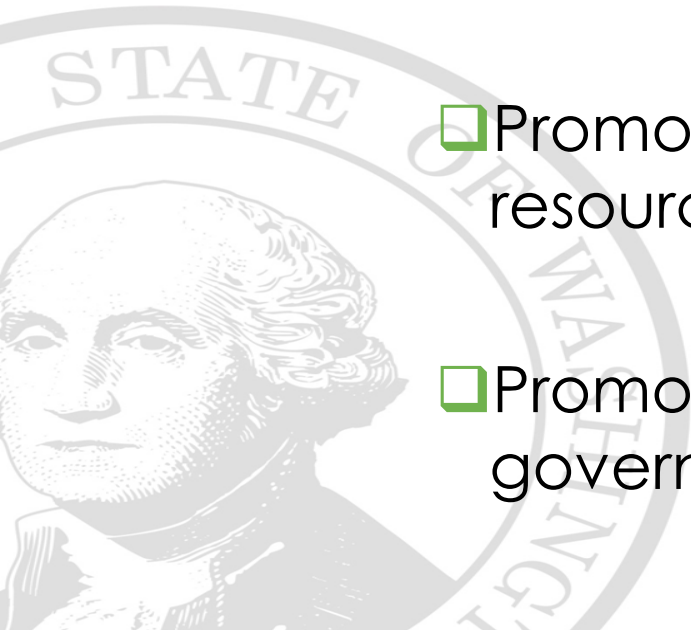


Basics of Managing **School** Records

Washington State Archives
recordsmanagement@sos.wa.gov
(360) 586-4901

Benefits of Managing Records

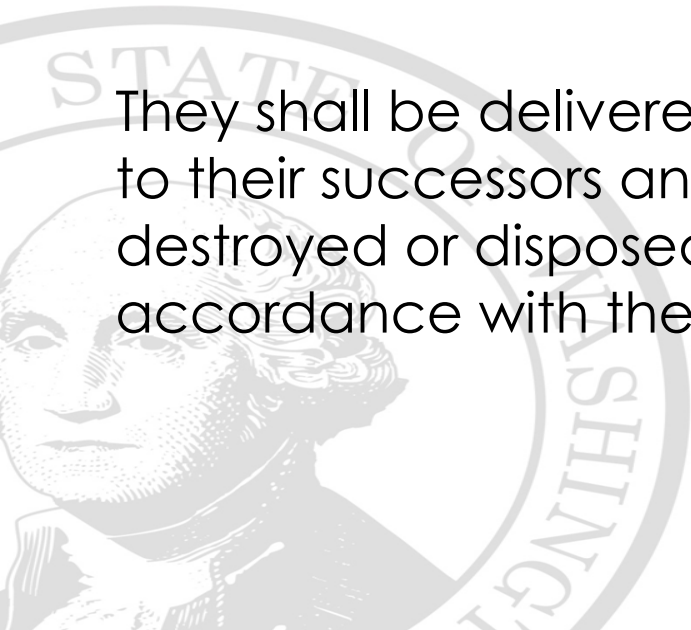
- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Promotes open and accountable government



Chapter 40.14 RCW

All public records shall be and remain the property of the state of Washington. (RCW 40.14.020)

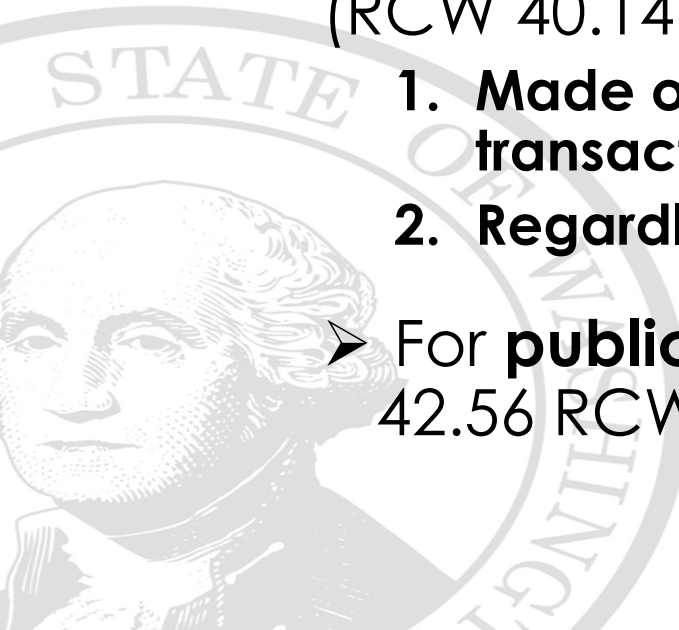
They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter.



What Is a Public Record?

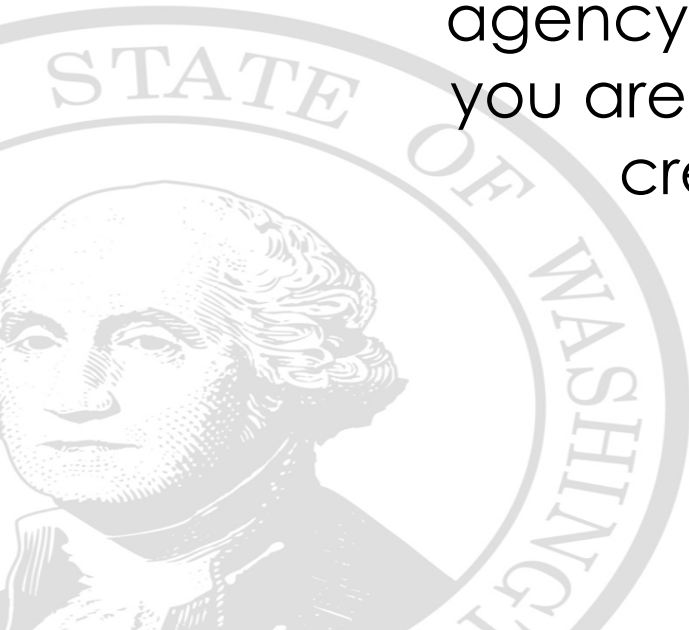
For the purposes of **retention and destruction**, two criteria
(RCW 40.14.010):

1. **Made or received in connection with the transaction of public business**
 2. **Regardless of format**
- For **public disclosure**, refer to chapter 42.56 RCW.



My device/account = my records?

It may be your personal device or account, but if it's being used for agency business, keep in mind that you are accessing (and sometimes creating) public records



RCW 40.16.020 – Injury to and Misappropriation of Record

Every officer who shall mutilate, destroy, conceal, erase, obliterate, or falsify any record or paper appertaining to the officer's office...is guilty of a **class B felony** and shall be punished by **imprisonment in a state correctional facility** for not more than ten years, or by a fine of not more than **five thousand dollars**, or by both.

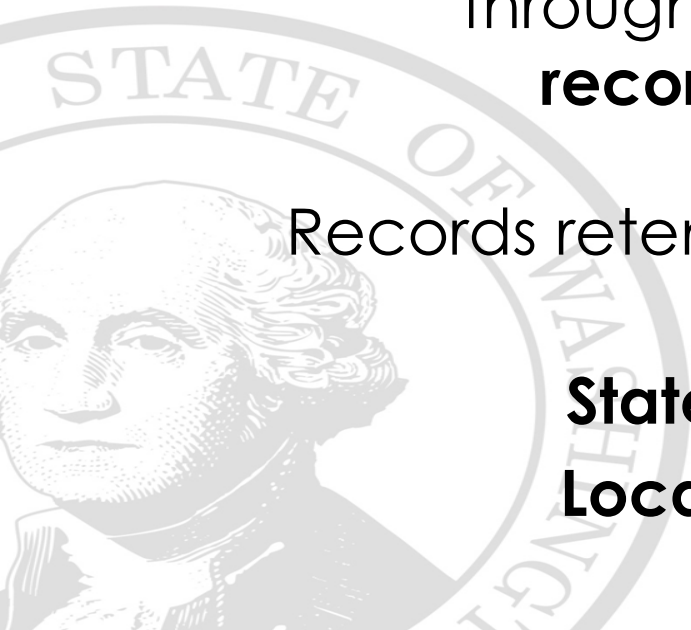
How Do I Know What to Keep?

Districts are granted *ongoing legal authority* to disposition (get rid of records) through legal documents called
records retention schedules

Records retention schedules for Schools are approved by the

State Records Committee

Local Records Committee



Which Schedule Do I Use?

Visit sos.wa.gov/Archives >> Go to “Local Governments Tab” >>
Select *Charter Schools, Educational Service Districts, or School Districts*

Local Government Common Records Retention Schedule (CORE)*

For records that are commonly created/received by most government agencies, i.e. -

- Board meetings
- Contracts and agreements
- Facilities management

Public Schools (K-12) Records Retention Schedule

For records that are specific or unique to schools, i.e. –

- Grades and assessments
- Interscholastic activities
- Lesson plans and teaching
- Official student records

* State government agencies use the State Government General Records Retention Schedule instead of the CORE Schedule.

Records Retention Schedule



*Public Schools (K-12) Records Retention Schedule
Version 8.3 (June 2020)*

6. STUDENT ADMINISTRATION

6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-064 Rev. 1	<p>Homeless Child and Youth Identification/Eligibility Determination</p> <p>Records relating to identifying students who lack fixed, regular and adequate nighttime residences, and determining services necessary to ensure their educational success in grades PreK-12, pursuant to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Screening/interview/intake forms and checklists (eligible and ineligible);• Information provided to parents/legal guardians about educational and related opportunities available to their children;• Outreach efforts conducted by the district homeless liaison and other district staff (notices posted at shelters, etc.);• Coordination with other entities and agencies. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GSS0-</i>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

Rule of Thumb: *Never destroy a record unless you can point to a "DAN" authorizing you to do so.*

KEEP **PUBLIC RECORDS** for
MINIMUM RETENTION

then

DESTROY

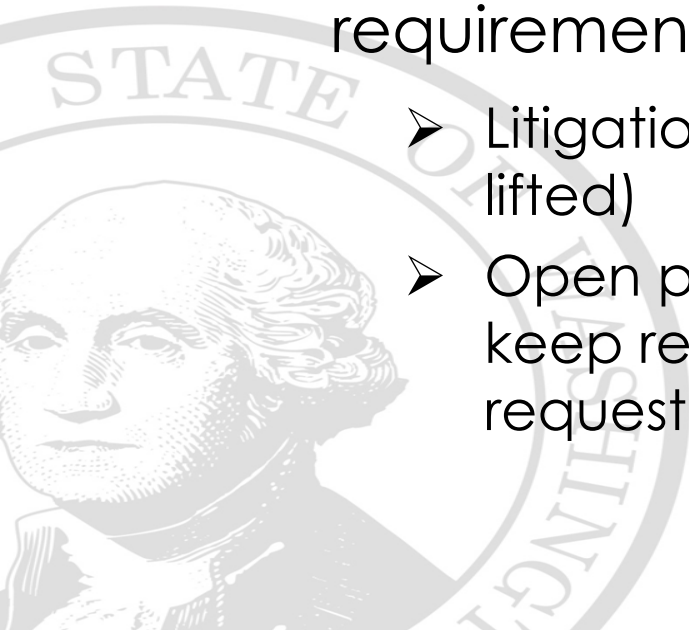
TRANSFER

HOLD IT!



There are times when you must hang on to records even if their retention requirements have been met:

- Litigation holds (must keep until hold lifted)
- Open public records requests (must keep related responsive documents until request fulfilled/closed)

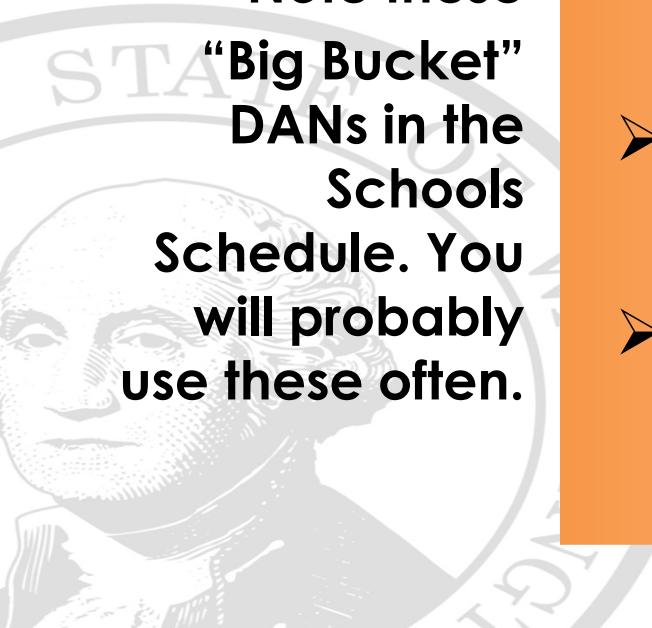


“Born Digital” Records

- **Electronic records must be retained in electronic format...**for the length of the designated retention period.
- **Printing and retaining a hard copy is not a substitute** for the electronic version.

([WAC 434-662-040](#))

School Records FAQs



**Note these
“Big Bucket”
DANs in the
Schools
Schedule. You
will probably
use these often.**

- Reporting – Office of the Superintendent of Public Instruction (OSPI) – General, *DAN SD51-01-37*
- Attendance – School-Sponsored Activities, Events and Programs, *DAN SD51-06C-31*
- Administration of Federal and State Categorical Grant Programs, *DAN SD51-06A-02*

School Records FAQs

**Are there any
DANs in the
School
Schedule that
take
precedence
over DANs in
the CORE or
State General
Schedules?**

- Certain school employee misconduct files
- Certificated years of experience for instructional staff
- Permission for minors to participate

School Records FAQs



Official Student Record vs. Student Cumulative File

Official Student Records (100 years)

- Official grade/enrollment records
- Successful requested changes

Student Cumulative File (3 years)

- Everything else

School Records FAQs

What are some strategies for keeping our Official Student Records safe for 100 years?

These methods may be costly so make sure to keep ONLY what is necessary

- **Paper:** Stored in a clean, dry space, paper lasts for hundreds of years
- **Microfilm:** Won't need reformatting and can be stored with State Archives
- **TIFF or PDF/A:** Much easier to use but will require LOTS of digital storage space

School Records FAQs



**How long are
P-223 Forms
kept?**

Monthly enrollment reporting (P-223) forms should be retained for *4 years after submission or until completion of State Auditor, whichever is sooner, and then destroyed* under **SD51-01-37 Reporting – Office of the Superintendent of Public Instruction (OSPI) – General**

School Records FAQs

**What do you do
when a student
moves to a new
district?**

Send a copy, keep the original

A COPY of the student's *cumulative folder* and *official record* must be sent to the receiving district and the ORIGINALS must be retained by the old district, in accordance with [RCW 28A.225.330](#)

School Records FAQs

How long are
SPED Files &
Notices kept?

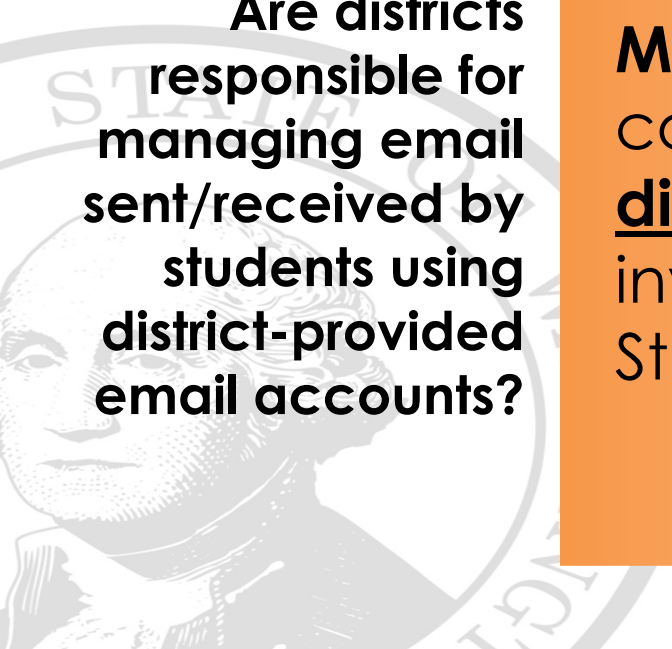
- **SPED Student History File:** after parents notified and 6 years after student leaves district
- **SPED File Disposition Notice:** 6 years after notice provided to parent or adult student

School Records FAQs

**How long
are
Associated
Student
Body (ASB)
Records
kept?**

Type of ASB Records		Covered By
Agendas / Meeting Packets		GS50-05A-13: Retain for 6 years after end of calendar year then Transfer
Bylaws	Adopted	GS50-05A-01: Retain until superseded then Transfer
	Development	GS50-05A-07: Retain until no longer needed for agency business then Transfer
Elections		GS2012-019: Retain for 6 years after end of calendar year then Transfer
Financial Records		GS2011-184: Retain for 6 years after end of fiscal year then Destroy
Yearbooks		GS50-06F-04: Retain until no longer needed for agency business then Transfer

School Records FAQs



Are districts responsible for managing email sent/received by students using district-provided email accounts?

Maybe. Only if students are conducting business **on behalf of the district**. For example, if students were involved in fundraising or Associated Student Body activities.

School Records FAQs

**What should
districts do with
volunteer
background
checks?**

CORE defines “**employee**” as:

Any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status. Including paid staff, volunteers, interns, work-study students, etc.

GS50-04B-06 Employee Work History

Schools Records FAQs



**We want to
hear from you.**

- Language and terminology
- New records series
- Obsolete records series
- Federal and state requirements

If not, please let us know!

Records Management Resources



WASHINGTON ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS

WASBO Records Management Networking Group

- WASBO membership **not** required to attend meetings
- Meetings held 2nd Thursday of each month at 9:30am
- <https://www.wasbo.org/page/Copyof59>

Records Management Resources

- Website: sos.wa.gov/archives
 - Training – online and in-person
 - How-to videos
 - Retention schedules
 - Advice sheets



FREE CONSULTATION, TRAINING, AND ADVICE

Washington State Archives

recordsmanagement@sos.wa.gov

www.sos.wa.gov/archives

Phone: (360) 586-4901