

# THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT TEAM WELCOMES YOU!



**WASHINGTON**  
Secretary of State  
Washington State Archives

Participants (1)

Q Search



WSA Records Management  
Me

## Can you hear us?

Check the volume on your computer/speaker/headphone and confirm your audio connection using the microphone drop-down at the bottom of your screen

## Questions?

Share them in the chat 😊

## Need more help?

Reach out to the team at  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or give us a call at (360) 586-4901

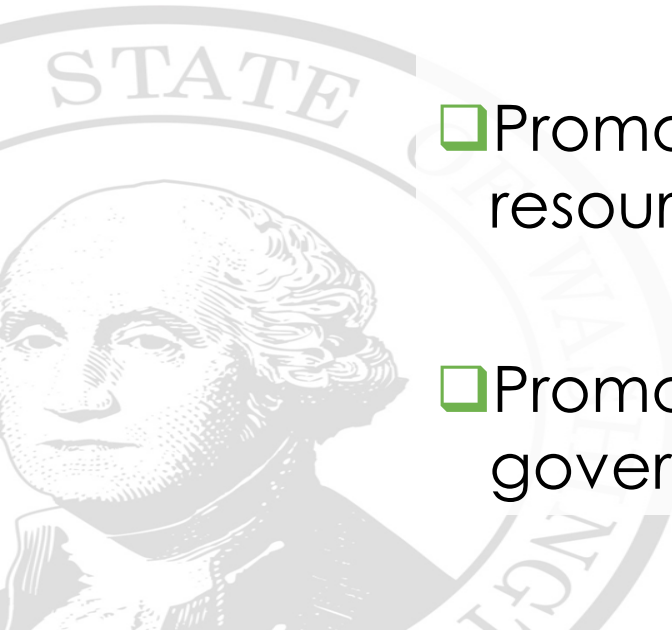


# Basics of Managing School Records

Washington State Archives  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
(360) 586-4901

# Benefits of Managing Records

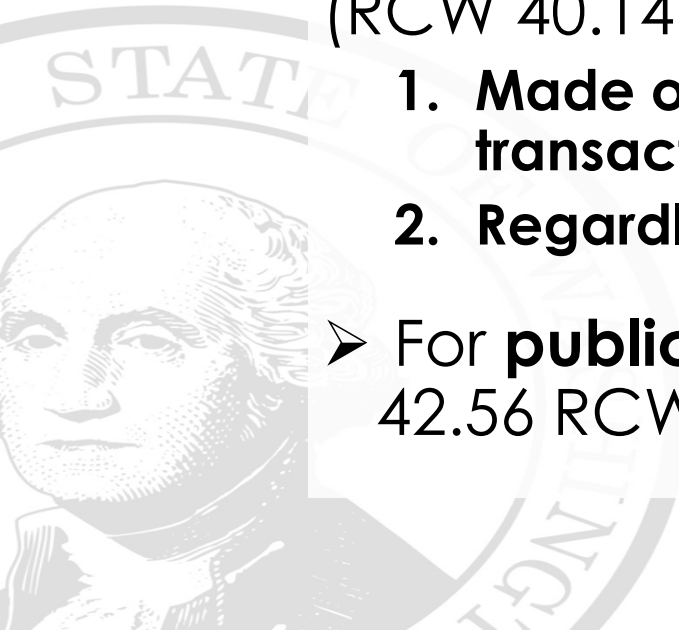
- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Promotes open and accountable government



# What Is a Public Record?

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

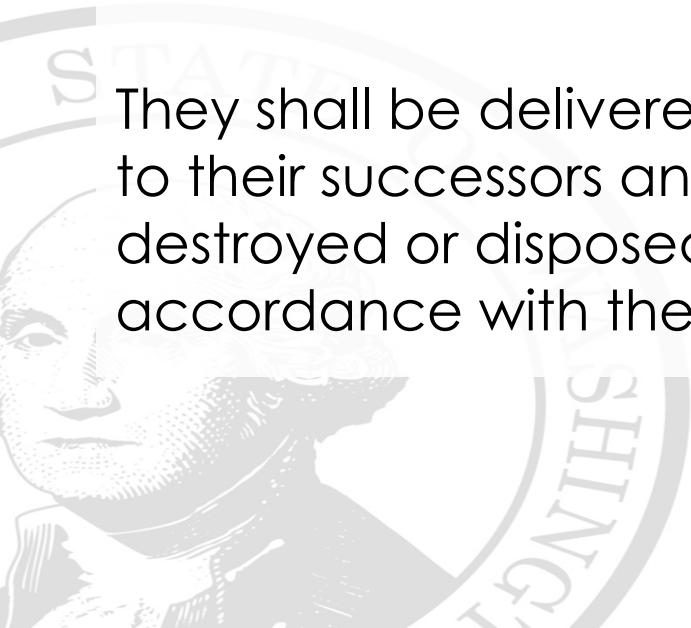
1. **Made or received in connection with the transaction of public business**
  2. **Regardless of format**
- For **public disclosure**, refer to chapter 42.56 RCW.



# Chapter 40.14 RCW

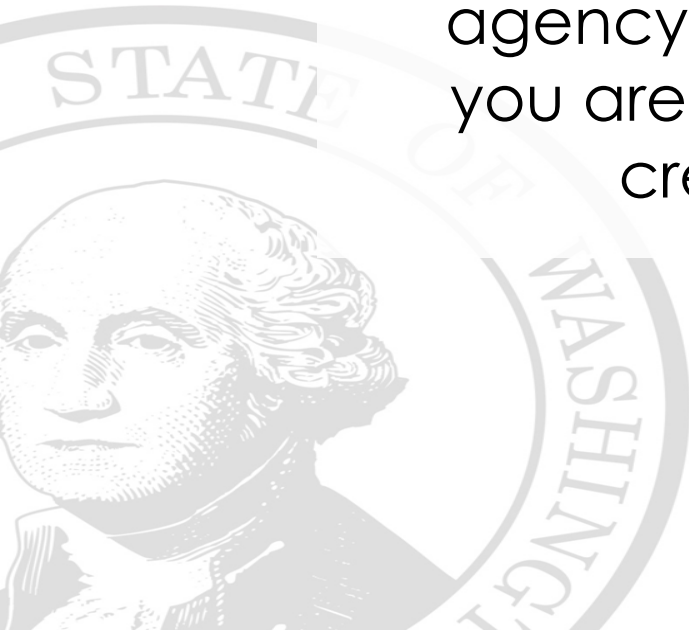
**All public records shall be and remain the property of the state of Washington. (RCW 40.14.020)**

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.



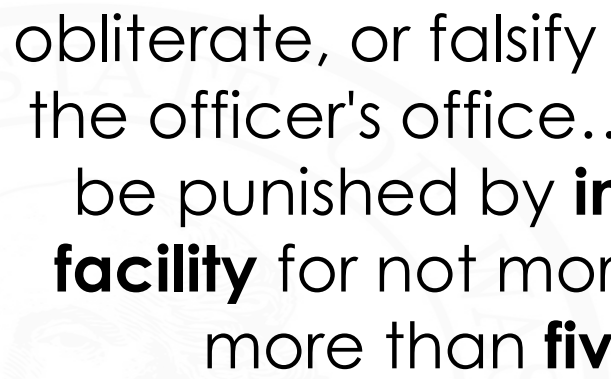
# My device/account = my records?

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?

Agencies 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

### **Local Records Committee**

(RCW 40.14.070; chapter 434-630 WAC)

### **State Records Committee**

(RCW 40.14.050; chapter 434-624 WAC)



# Which Schedule(s) Do I Use?

**School Districts/ESDs:** Visit [sos.wa.gov/Archives](https://sos.wa.gov/Archives) >> “Local Governments” Tab >> Select agency type  
**State Schools:** Visit [sos.wa.gov/Archives](https://sos.wa.gov/Archives) >> “State Agencies” Tab >> *Select Records Retention Schedules*

## **Local Government Common Records Retention Schedule (CORE)\***

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

- Board meetings
- Contracts and agreements
- Facilities management

## **Public Schools (K-12) Records Retention Schedule**

For records that are specific or unique to schools, e.g. -

- 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

## 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 level, and ensuring that legalities have been met (e.g., immunizations, etc.). Includes placement of qualifying students in specialized/alternative 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><b>Homeless Child and Youth Identification/Eligibility Determination</b></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"> <li>• Screening/interview/intake forms and checklists (eligible and ineligible);</li> <li>• Information provided to parents/legal guardians about educational and related opportunities available to their children;</li> <li>• Outreach efforts conducted by the district homeless liaison and other district staff (notices posted at shelters, etc.);</li> <li>• Coordination with other entities and agencies.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GS50-01-24);</i></li> <li>• <i>Policies and Procedures – Agency Core Mission (DAN GS 10002).</i></li> </ul>	<p>Retain for 6 years after end of school year then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**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**

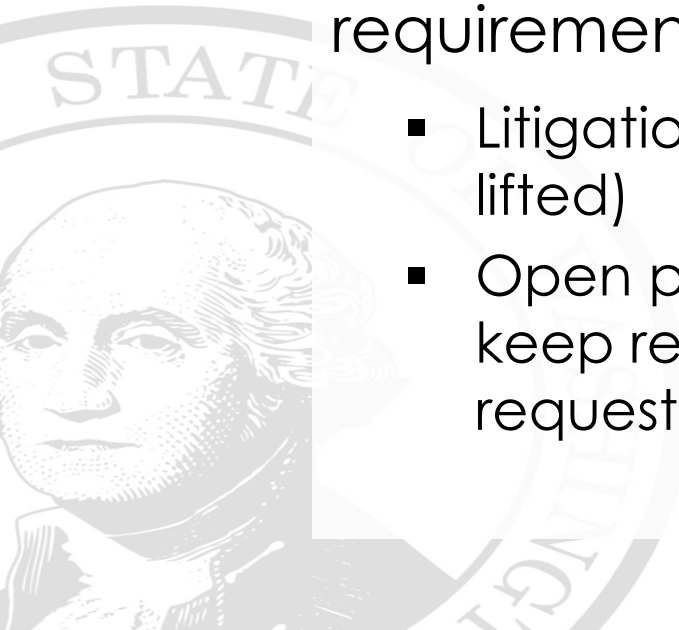
**TRANSFER**

# 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 FAQ's

**Note these  
“Big Bucket”  
DAN's in the  
Schools and  
ESD 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 FAQ's

**Are there any DANs in the Public Schools (K-12) Schedule that take precedence over DAN's in the CORE or State General Schedule?**

- Certain school employee misconduct files
  - Employee Verbal Abuse/Physical Abuse Accusations/Investigations – Sustained and Unfounded, **DAN SD2014-021**
  - Employee Sexual Misconduct Accusations/Investigations – Sustained and Unfounded, **DAN SD2014-020**
- Certificated years of experience for instructional staff
  - Certificated Years of Experience, **DAN SD2014-022**
- Permission for minors to participate

# School Records FAQ's

## Official Student Record vs. Student Cumulative File

(Advice sheet  
available)

- Official Student Records (100 years after student graduates/withdraws from district) **DAN SD51-05F-10**
  - Official grade/enrollment records
  - Successful requested changes
- Student Cumulative File (3 years after student graduates/withdraws from district) **DAN SD51-05F-07**
  - Everything else



# School Records FAQ's

**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:** Can be easier to search/access, but will require LOTS of digital storage space, and migration over time

# School Records FAQ's

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

**(Advice sheet  
available)**

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 Reporting – Office of the Superintendent of Public Instruction (OSPI) – General, **DAN SD51-01-37**

# School Records FAQ's

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

(Advice sheet  
available)

## 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 FAQ's

How long are  
SpEd Files &  
Notices kept?

(Advice sheet  
available)

- **SpEd Student History File:** after parents notified and 6 years after student leaves district **DAN SD51-05I-02**
- **SpEd File Disposition Notice:** 6 years after notice provided to parent or adult student **DAN SD51-05I-03**

# School Records FAQ's

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

**(Advice sheet  
available)**

Type of ASB Records		Covered By
Agendas / Meeting Packets		<b>DAN GS50-05A-13/GS 10004:</b> Retain for 6 years after end of calendar year, then Transfer to Archives
Bylaws	Adopted	<b>DAN GS50-05A-01/GS 10002:</b> Retain until superseded/6 years after superseded, then Transfer to Archives
	Development	<b>DAN GS50-05A-07/GS 10002:</b> Retain until no longer needed/6 years after superseded, then Transfer to Archives
Elections		<b>DAN GS2012-019/GS 10004:</b> Retain for 6 years after end of calendar year, then Transfer to Archives
Financial Records		<b>DAN GS2011-184/GS 01001:</b> Retain for 6 years after end of fiscal year, then Destroy
Yearbooks		<b>DAN GS50-06F-04/GS 15008:</b> Retain until no longer needed, then Transfer to Archives/WSL

# School Records FAQ's

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 FAQ's

**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.*

**(Local)** Employee Work History, **DAN GS50-04B-06**

**(State)** Personnel – Employment History Files,  
**DAN GS 03042**

# Schools Records FAQ's



**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!**



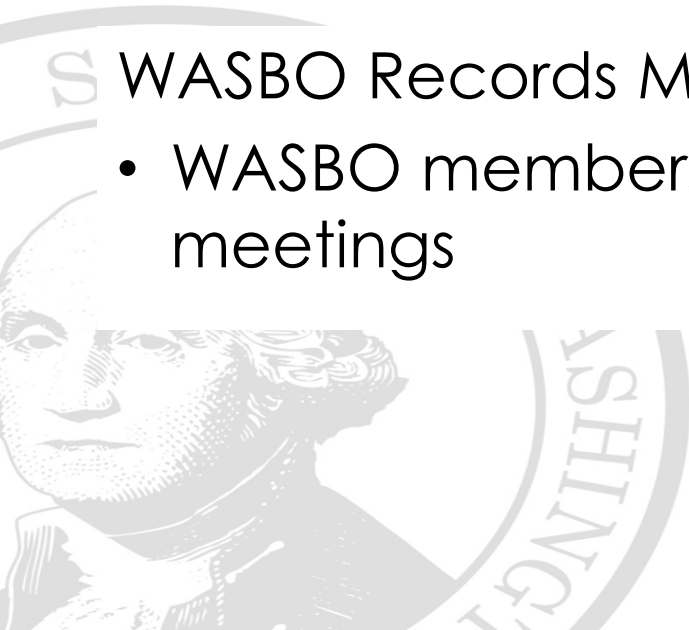
# Records Management Resources



WASHINGTON ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS

## WASBO Records Management Networking Group

- WASBO membership **not** required to attend meetings



# Records Management Resources

- Website: [sos.wa.gov/archives](https://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](mailto:recordsmanagement@sos.wa.gov)

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)

Phone: (360) 586-4901



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