

Summary of Changes

Military Department Records Retention Schedule v.1.5 (October 2020)

New Records Series Added

- None

Retention Changes

- None

Other Minor Changes

- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series in *State Government Records Retention Schedule*:
 1. **Public Works Construction Contracts and Agreements – Military Department Facilities (DAN 07-04-61450)** covered by Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011)

Non-Archival Series Being Revoked

- Nine (9) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series in *Public Schools (K-12) Records Retention Schedule*:
 1. **Child Abuse Reports (DAN 10-08-62304)** covered by Reporting – Suspected Child Abuse (DAN SD51-09-03)
 2. **Communicable Disease Report (DAN 10-08-62308)** covered by Reporting – Student Health and Safety (DAN SD2012-063)
 3. **Health Room Registry (DAN 0-08-62307)** covered by Health/Nurse Room Registry (DAN SD51-09-05)
 4. **Medication Administration Case File (DAN 10-08-62306)** covered by Health Care/Services Provided to Students (DAN SD2012-071)

5. **Medication Temperature Records (DAN 10-08-62311)** covered by Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017)
6. **Official Student Record (DAN 10-08-62303)** covered by Official Student Record (DAN SD51-05F-10)
7. **Special Education Student History File (DAN 10-08-62305)** covered by Special Education Program – Student History File (DAN SD51-05I-2)
8. **Student Health Card or Folder (DAN 10-08-62309)** covered by Health Care/Services Provided to Students (DAN SD2012-071)
9. **Youth Challenge Cadet Records – Student (Cumulative File) (DAN 10-08-62302)** covered by Student Cumulative Folder (Student File Folder) (DAN SD51-05F-07)

Net Reduction in Records Series: 10 (from 32 series down to 22 series)