

Summary of Changes

Office of Superintendent of Public Instruction Records Retention Schedule v. 2.0 (October 2020)

New Records Series Added

- Seventeen (17) new records series have been added to this records retention schedule:
 1. **Assessment Research – Development (DAN 20-10-69564) p.11**
“6 years after end of fiscal year (Non-Archival)”
 2. **Award and Competition Programs – Awardees (DAN 20-10-69565) p.35**
“6 years after end of calendar year (Archival)”
 3. **Educational Leadership Program Applications (Denied) (DAN 20-10-69566) p.35**
“Until no longer needed for agency business (Non-Archival)”
 4. **Educational Leadership Programs (Approved) (DAN 20-10-69567) p.36**
“6 years after application approval (Non-Archival)”
 5. **Equity and Civil Rights Formal Complaints (DAN 20-10-69568) p.30**
“6 years after end of year (Non-Archival)”
 6. **Graduation Alternative Data (DAN 20-10-69569) p.40**
“10 years after date of submission (Non-Archival)”
 7. **K-12 Learning Standards – Decisions (DAN 20-10-69570) p.18**
“10 years after superseded or discontinued (Archival)”
 8. **K-12 Learning Standards – Development (DAN 20-10-69571) p.19**
“10 years after superseded or discontinued (Non-Archival)”
 9. **Private School Files – Denied (DAN 20-10-69572) p.7**
“1 year after application deadline (Non-Archival)”
 10. **Reporting to Agency – General (DAN 20-10-69573) p.40**
“6 year after date of submission (Archival)”
 11. **Request for Accommodations (DAN 20-10-69574) p.9**
“6 years after agency response to request (Non-Archival)”
 12. **Special Education Nonpublic Agency Files – Denied (DAN 20-10-69575) p.8**
“1 year after application deadline (Non-Archival)”
 13. **Special Service Program Applications (Denied) (DAN 20-10-69576) p.38**
“2 years after application denied (Non-Archival)”

14. **Special Service Programs (Approved) (DAN 20-10-69577) p.39**
“6 years after end of program or if continuous program, 6 years after end of school year (Non-Archival)”
15. **Teacher Candidate Performance Assessment (DAN 20-10-69578) p.28**
“6 years after end of calendar year (Non-Archival)”
16. **Test and Scoring Sets Grades K-12 – Development (DAN 20-10-69579) p.14**
“10 years after superseded or discontinued (Non-Archival)”
17. **Test Incident Results (DAN 20-10-69580) p.16**
“5 years after end of school year (Non-Archival)”

Retention Changes

- Twenty-three (23) records series have changes to their retention period/cutoff:
 1. **Accreditation Files (DAN 94-02-52854) p.5**
 Decreased from “7 years after end of school year (Archival)” to “6 years after end of school year (Archival)”
Rationale: Change to remain consistent with other records.
 2. **Capital Fund Aid Agreements (DAN 97-10-58157) p.45**
 Decreased from “10 years after end of fiscal year (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
 3. **Civil Rights Compliance Files – Methods of Administration Program (DAN 94-02-53374) p.21**
 Increased from “5 years after end of fiscal year (Archival)” to “5 years after superseded or obsolete (Non-Archival)”
Rationale: Schools are chosen at random for compliance reviews and some haven’t had reviews in years (or ever). We need to look at the most recent review as part of the ongoing process. There are instances where the school no longer exists or changes.
 4. **Clock Hours (DAN 12-09-68332) p.24**
 Increased from “6 years after end of program (Non-Archival)” to “7 years after end of program (Non-Archival)”
Rationale: Due to WAC requirement.
 5. **Educational Service District Acquisition and Alienation Files (DAN 97-10-58156) p.45**
 Decreased from “10 years after end of fiscal year (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
 6. **In-Service Provider Approvals (DAN 12-09-68333) p.26**
 Increased from “6 years after end of program (Non-Archival)” to “7 years after end of program (Non-Archival)”
Rationale: To be in line with Clock Hours provided.
 7. **Local Education Agency Compliance Monitoring (DAN 12-12-68355) p.22**
 Increased from “5 years after end of school year (Non-Archival)” to “6 years after end of school year (Non-Archival)”
 8. **Local Educational Agency Compliance Reviews – Child Nutrition Program (DAN 74-08-05332) p.22**
 Changed from “10 years after end of federal fiscal year (Non-Archival)” to “10 years after completion of review (Non-Archival)”

9. **Program Deficiency – Terminated Providers (DAN 13-09-68461) p.23**
 Increased from “7 years from program termination date (Non-Archival)” to “10 years from program termination date (Non-Archival)”
Rationale: Federal requirement, however we’ve been unable to locate the written requirement
10. **Released Items – Grades K-12 (DAN 10-05-62177) p.15**
 Changed from “10 years after end of calendar year (Non-Archival)” to “5 years after superseded or discontinued (Non-Archival)”
11. **Reporting to Agency – Local Educational Agency Data (DAN 77-12-20258) p.41**
 Decreased from “50 years after end of school year (Archival)” to “20 years after end of school year (Archival)”
Rationale: We have an agency need for longitudinal studies.
12. **Routine School Bus Inspection (DAN 86-06-37086) p.43**
 Increased from “1 year after end of school year (Non-Archival)” to “2 year after end of school year (Non-Archival)”
Rationale: Due to Washington State Patrol (we are working out who retains what).
13. **School Bus Acquisition and Disposition (DAN 79-06-22665) p.43**
 Changed from “6 years after end of school year (Non-Archival)” to “6 years after disposal of asset (Non-Archival)”
14. **School Bus Driver Certification (DAN 79-06-22680) p.27**
 Changed from “4 years from termination of employment (Non-Archival)” to “6 years after end of rejection/expiration/termination (Non-Archival)”
15. **School District Affirmative Action Plans (DAN 12-12-68356) p.57**
 Changed from “until superseded (Non-Archival)” to “until no longer needed for agency business (Non-Archival)”
16. **School District Organization Files (DAN 74-02-03422) p.47**
 Decreased from “10 years after end of fiscal year (Archival)” to “6 years after end of fiscal year (Archival)”
Rationale: To remain consistent with other similar records.
17. **School District Study and Surveys (DAN 94-02-52829) p.47**
 Changed from “20 years after superseded (Archival)” to “20 years after conclusion of study (Archival)”
18. **Special Education Citizens Complaint File (DAN 97-05-57719) p.32**
 Decreased from “7 years after resolution of complaint (Non-Archival)” to “6 years after the end of fiscal year which complaint was resolved (Non-Archival)”
19. **Special Education Nonpublic Agency Files – Approved (DAN 03-03-60495) p.7**
 Decreased from “7 years after non-public agency no longer certified (Non-Archival)” to “6 years after nonpublic agency no longer certified (Non-Archival)”
20. **State Academic Assessment – Alternative (DAN 15-09-68821) p.10**
 Changed from “5 years after graduation (Non-Archival)” to “15 years after end of school year (Non-Archival)”

Rationale: We do not have an easy way of assessing when graduation occurs based on our records. 15 years would cover the potential length of time a student ages out.

21. Student Tests (Blank) – Grades K-12 (DAN 10-05-62175) p.15

Decreased from “25 years after end of calendar year (Archival)” to “2 after end of calendar year (Archival)”

Rationale: We have no agency need outside of 2 years.

22. Test and Scoring Sets Grades K-12 – Decisions (DAN 10-05-62178) p.13

Changed from “25 years after end of calendar year (Archival)” to “10 years after superseded or discontinued (Archival)”

23. Test Result Requests (DAN 13-09-68459) p.17

Changed from “3 years after end of school year (Non-Archival)” to “2 years after end of school year (Non-Archival)”

Rationale: We only keep the tests for 2 years.

Other Minor Changes

- Changed all “Office of the Superintendent of Public Instruction” to “Office of Superintendent of Public Instruction”
- Fifty-eight (58) records series have changes to their title and/or description:
 1. **Achievement and Assessment Data Files (DAN 84-02-34802) p.40**
 2. **Apportionment Reports and Summaries – Final (DAN 12-09-68330) p.49**
 3. **Apportionment Development Reports and Summaries – Levies, Personnel, and Student Enrollments (DAN 12-09-68328) p.48**
 4. **Apportionment Development Reports and Summaries – Other (DAN 12-09-68329) p.50**
 5. **Apportionment Redirection Requests and Approvals (DAN 86-05-36558) p.51**
 6. **Art Sense (DAN 91-12-49499) p.33**
 7. **Assessment Research – Final Report (DAN 74-02-03430) p.12**
 8. **Assessment Student Responses (DAN 04-07-60737) p.15**
 9. **Audit Adjustment Files (DAN 03-11-60584) p.51**
 10. **Award and Competition Programs (DAN 91-09-48102) p.34**
 11. **Budget Approval and Implementation – Educational Service Districts (DAN 80-09-26042) p.51**
 12. **Budget Approval and Implementation – School Districts (DAN 80-09-26031) p.52**
 13. **Capital Construction Project Files (DAN 74-02-03419) p.45**
 14. **Capital Fund Aid Agreements (DAN 97-10-58157) p.45**
 15. **Civil Rights Compliance Files – Methods of Administration Program (DAN 94-02-53374) p.21**
 16. **Civil Rights Compliance Investigations (DAN 12-12-68357) p.29**
 17. **Curriculum Development and Review (DAN 12-09-68325) p.18**
 18. **Emergency Grants (DAN 86-05-36559) p.52**

19. Educational Service District Acquisition and Alienation Files (DAN 97-10-58156) p.45
20. Financial Reporting Summary – Educational Service Districts and School Districts (DAN 80-09-26044) p.52
21. Financial Reporting – Educational Service Districts (DAN 91-02-47388) p.53
22. Financial Reporting – School Districts (DAN 80-09-26036) p.53
23. Fingerprint Files (DAN 94-08-54642) p.25
24. Food Distribution – USDA Food Files (DAN 74-06-05321) p.37
25. Food and Nutrition Programs (DAN 13-09-68460) p.37
26. Individuals with Disabilities Education Act – Infants and Toddlers with Disabilities Files (DAN 79-07-22985) p.38
27. Investment Earnings on Advance of State Apportionment Funds F-895 (DAN 86-05-47617) p.53
28. Local Education Agency Compliance Monitoring (DAN 12-12-68355) p.22
29. Local Educational Agency Compliance Reviews – Child Nutrition Program (DAN 74-08-05332) p.22
30. Maintenance of Effort Test (DAN 08-12-61938) p.54
31. Preschool Accreditation Files (DAN 91-10-49235) p.5
32. Private School Files - Approved (DAN 79-06-22650) p.6
33. Private School Files – Closed or Inactive (DAN 79-06-22654) p.6
34. Professional Certification Credentials – Applications/Working Files (DAN 15-09-68823) p.26
35. Professional Certification Credentials – Issued (DAN 15-09-68822) p.27
36. Professional Practices Disciplinary and Investigative Files (DAN 92-04-50255) p.31
37. Program Deficiency – Temporarily Deferred Providers (DAN 13-09-68462) p.23
38. Program Deficiency – Terminated Providers (DAN 13-09-68461) p.23
39. Qualified Zone Academy Bonds (QZAB) (DAN 08-12-61941) p.54
40. Reporting to Agency – Local Educational Agency Data (DAN 77-12-20258) p.41
41. Reports – Development (DAN 91-02-47392) p.41
42. Routine School Bus Inspection (DAN 86-06-37086) p.43
43. School Building Construction Project Files (DAN 79-07-23032) p.46
44. School Bus Driver Certification (DAN 79-06-22680) p.27
45. School Bus Operation Permit - School District (DAN 79-06-22688) p.43
46. School Bus Acquisition and Disposition (DAN 79-06-22665) p.43
47. School District Organization Files (DAN 74-02-03422) p.46
48. School District Study and Surveys (DAN 94-02-52829) p.47
49. Special Education Citizens Complaint File (DAN 97-05-57719) p.32
50. Special Education Citizens Complaint/Hearing Decisions (DAN 83-01-31079) p.32

- 51. **Special Education Non-Public Agency Files (DAN 03-03-60495) p.7**
- 52. **Special Education Safety Net Applications (DAN 03-11-60583) p.54**
- 53. **State Academic Assessment – Alternative (DAN 15-09-68821) p.10**
- 54. **State Academic Assessment Scores (DAN 06-04-61146) p.16**
- 55. **Student Tests (Blank) – Grades K-12 (DAN 10-05-62175) p.15**
- 56. **Test and Scoring Sets Grades K-12 – Decisions (DAN 10-05-62178) p.13**
- 57. **Transportation Vehicle Fund Expenditures (DAN 86-06-37081) p.44**
- 58. **Warrant Approvals (DAN 86-05-36560) p.55**

Essential Designation Changes

- One (1) record series is being changed from “Non-Essential” to “Essential”:
 1. **Special Education Citizens Complaint File (DAN 97-05-57719) p.32**

Archival Designation Changes

- Six (6) records series are being changed from “Archival” to “Non-Archival”:
 1. **Award and Competition Programs (DAN 91-09-48102) p.34**
 2. **Budget Approval and Implementation – Educational Service Districts (DAN 80-09-26042) p.51**
 3. **Budget Approval and Implementation – School Districts (DAN 80-09-26031) p.52**
 4. **Civil Rights Compliance Files – Methods of Administration Program (DAN 94-02-53374) p.21**
 5. **Individuals with Disabilities Education Act – Infants and Toddlers with Disabilities Files (DAN 79-07-22985) p.38**
 6. **Special Education Citizens Complaint/Hearing Decisions (DAN 83-01-31079) p.32**
- Three (3) records series are being changed from “Archival – Permanent” to “Archival – Appraisal Required”:
 1. **Private School Files – Approved (DAN 79-06-22650) p.6**
 2. **Private School Files – Closed or Inactive (DAN 79-06-22654) p.6**
 3. **Reporting to Agency – Local Educational Agency Data (DAN 77-12-20258) p.41**

This series will be addressed in the next update and split into two series, one archival – permanent and one non-archival. Until then, it made more sense to give the archivists more flexibility in appraisal.

Archival Series Being Revoked

- A total of 36 “Archival” records series are being revoked.
- Twenty two (22) “Archival” records series are being revoked as they are covered by another “Archival” records series:

1. **Agriculture Education and Future Farmers of America (FFA) Administrative Subject Files (DAN 00-10-59934)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Section 1.7 Meetings and Board/Committee Support on SGGRRS v.6.1), and Stakeholder Group Relations (DAN GS 05010)
2. **Budget Revisions for Public Schools F-200 (DAN 80-09-26032)** covered by Budget Approval and Implementation – School Districts (DAN 80-09-26031).
3. **College, University, and Consortium Professional Education Annual Reports (DAN 79-07-22942)** covered by State Publications (DAN GS 15008) and Reporting to External Agencies (DAN GS 19004)
4. **Curriculum Guidelines and Publications (DAN 91-02-47382)** covered by State Publications (DAN GS 15008) and Curriculum Development and Review (DAN 12-09-68325)
5. **Educational Service District Inservice Committee Annual Reports (DAN 79-07-22946)** covered by Governing Body Records (DAN GS 10004)
6. **Family, Career and Community Leaders of America Meetings and Affiliation Files (DAN 79-07-22953)** covered Special Service Programs (Approved) (DAN 20-10-69577), Section 1.7 Meetings and Board/Committee Support on SGGRRS v.6.1), and Stakeholder Group Relations (DAN GS 05010)
7. **Family, Career, and Community Leaders of America Program of Work Activities Files (DAN 79-07-22951)** covered Special Service Programs (Approved) (DAN 20-10-69577), Section 1.7 Meetings and Board/Committee Support on SGGRRS v.6.1), and Stakeholder Group Relations (DAN GS 05010)
8. **Final Documents for Operating and Supplemental Budgets (DAN 97-09-58094)** covered by Allotment Management and Budget Development (DAN GS 01040), Strategic Plans – Development (DAN GS 09027), Strategic Plans – Final (Unpublished), and State Publications (DAN GS 15008)
9. **Future Business Leaders of America – Phi Beta Lambda Files (DAN 79-05-22516)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Section 1.7 Meetings and Board/Committee Support on SGGRRS v.6.1), and Stakeholder Group Relations (DAN GS 05010)
10. **Gifted Advisory Council Files (DAN 79-06-22747)** covered by Advisory Body Records (DAN GS 10015)
11. **Information Reports and Statistical Data (DAN 79-06-22744)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004) and State Publications (DAN GS 15008)
12. **Recognition Award Programs (DAN 94-02-52883)** covered by Award and Competition Programs (DAN 91-09-48102)
13. **Request for Budget Extension for Educational Service Districts F-269 (DAN 80-09-26043)** covered by Budget Approval and Implementation – Educational Service Districts (DAN 80-09-26042)
14. **School Recognition Programs (DAN 03-11-60582)** covered by Award and Competition Programs (DAN 91-09-48102)
15. **Special Education Advisory Council Files (DAN 79-07-22987)** covered by Advisory Body Records (DAN GS 10015)
16. **Special Education Committee and Meeting Files (DAN 79-07-22988)** covered by Advisory Body Records (DAN GS 10015)
17. **Special Education Report (DAN 79-07-22989)** covered by State Publications (DAN GS 15008) and Reporting to External Agencies (Mandatory) (DAN GS 19004)

18. **Student Awards Program (DAN 12-09-68326)** covered by Award and Competition Programs (DAN 91-09-48102)
 19. **Superintendent of Public Instruction's Annual High School Art Show (DAN 91-12-49497)** covered by Award and Competition Programs (DAN 91-09-48102) and Award and Competition Programs - Awardees (DAN 20-10-69565), and Celebrations/Ceremonies/Events – Routine (DAN GS 05008) and Celebrations/Ceremonies/Events – Significant (DAN GS 05009)
 20. **Washington Marketing Education Clubs and America Correspondence Files (DAN 79-05-22513)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Section 1.7 Meetings and Board/Committee Support on SGRRS v.6.1), and Stakeholder Group Relations (DAN GS 05010)
 21. **Washington National History Day (DAN 91-09-48108)** covered by Award and Competition Programs (DAN 91-09-48102) and Award and Competition Programs - Awardees (DAN 20-10-69565)
 22. **Washington State Survey of Adolescent Health Behaviors (DAN 05-04-60854)** covered by State Publications (DAN GS 15008), Reporting to External Agencies (Mandatory) (DAN GS 19004), and Studies (Major) – Working Papers/Development (DAN GS 09030)
- Thirteen (13) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Business and Marketing Organization Files (DAN 79-05-22515)** covered by Stakeholder Group Relations (DAN GS 05010) and Special Service Programs (Approved) (DAN 20-10-69577)
 2. **Business and Marketing School District Program Files (DAN 79-05-22514)** covered by Stakeholder Group Relations (DAN GS 05010) and Special Service Programs (Approved) (DAN 20-10-69577)
 3. **Chapter 1 Migrant Education Files (DAN 88-07-42556)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 4. **Federal Title VII and State Transitional Bilingual Ed. And Immigrant Ed. Program Files (DAN 79-06-22750)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 5. **Historical Information (DAN 91-0948191)** covered by State Publications (DAN GS 15008) and Advisory Body Records (DAN GS 10015)
 6. **Immigration Education Program Files (DAN 88-07-42560)** and Special Service Programs (Approved) (DAN 20-10-69577)
 7. **Marketing Education and Diversified Occupation School District Correspondence Files (DAN 79-05-22510)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 8. **National Education Association (NEA) Survey (DAN 12-12-68354)** covered by Studies and Reporting to External Agencies (DAN GS 19004).
 9. **Professional Organizations and Committees as Related to Technology and Industrial Education (DAN 79-07-22972)** covered by Meetings – Staff and Internal Committees (DAN GS 09009) and Special Service Programs (Approved) (DAN 20-10-69577)
 10. **Trade and Industrial Education School District File (DAN 79-07-22969)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 11. **State and Federally Funded Project Evaluations (DAN 84-02-34803)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 12. **State and Federally Funded Project Working Files (DAN 94-02-52822)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 13. **Washington Technology and Industrial Education Association and Related Councils (DAN 79-07-22971)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Section 1.7 Meetings and Board/Committee Support on SGRRS v.6.1), and Stakeholder Group Relations (DAN GS 05010)

- One (1) “Archival” records series is being revoked as it is no longer being created/received by the agency:
 1. **Special Projects (DAN 91-12-49495)**

Rationale: this was a catch all now covered by more specific series

Non-Archival Series Being Revoked

- A total of ninety five (95) “Non-Archival” records series are being revoked.
- Four (4) “Non-Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **College, University and Professional Educators Advisory Board (PEAB) Teacher, Administrator, Education Staff Associate Training Program Files (DAN 79-07-22941)** covered by Governing Body Records (DAN GS 10004) and Local Education Agency Compliance Monitoring (DAN 12-12-68355)
 2. **Historical Information (DAN 91-09-48191)** covered by Advisory Body Records (DAN GS 10015), Section 1.10 Reporting and Studies on SGGRRS v.6.1, and Section 1.8 Planning on SGGRRS v.6.1 – *With boxes at the Records Center we may need to review and send files individually.*
 3. **Practitioner Committee Workshop Files (DAN 92-10-51385)** covered by Advisory Body Records (DAN GS 10015)
 4. **Waiver of Basic Education Allocation Entitlement Requirements (DAN 79-05-22535)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004)
- Eighty-three (83) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accrual Documentation (DAN 79-10-23506)** covered by and Financial Transactions – General (DAN GS 01001)
 2. **Agriculture and Science Education Staff Visit Reports – Office Form 3 (DAN 79-05-22521)** covered by Local Education Agency Compliance Monitoring (DAN 12-12-68355) and Special Service Programs (Approved) (DAN 20-10-69577)
 3. **Annual School Bus Mileage Report Form 1021 (DAN 86-06-37079)** covered by general forms and Reporting to Agency – General (DAN 20-10-69573)
 4. **Application for Entitlement for Basic Education Allocation Funds (DAN 79-05-22534)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004) and by Special Service Programs (Approved) (DAN 20-10-69577)
 5. **Application for School Bus Driver’s Authorization (DAN 86-06-37089)** covered by School Bus Driver Certification (DAN 79-06-22680)
 6. **Application for Traffic Safety Education Program (M363, M364, M365, M365B) (DAN 74-03-03680)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 7. **Basic Education State Program Allocation Entitlement Requirements Monitoring Reports (DAN 84-12-34799)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004) and by Special Service Programs (Approved) (DAN 20-10-69577)
 8. **Bilingual Education in Elementary and Secondary Schools (DAN 87-03-39463)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)

9. **Career and Technical Education District Programs (DAN 79-05-22520)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
10. **Centrum Project Files (DAN 79-06-22746)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
11. **Certificated Personnel Records by Private School (S 472 Data) (DAN 79-06-22651)** covered by Private School Files – Approved (DAN 79-06-22650)
12. **Certificated Personnel Report for Private Schools (S-472) (DAN 79-03-22042)** covered by Private School Files – Approved (DAN 79-06-22650)
13. **Class Attendance for School Bus Drivers (DAN 74-03-03687)** covered by Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)
14. **County Treasurer’s Financial Report F-197 (DAN 80-09-26037)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
15. **Education of the Handicapped, Title VI, Part B Files (DAN 79-07-22982)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
16. **Education of the Handicapped, Title VI, Part D Files (DAN 79-07-22984)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
17. **Elementary and Secondary Education Act (ESEA) Migrant Education Program (DAN 87-03-39465)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
18. **Elementary and Secondary Education Act (ESEA) Title I Assistance for Education of the Disadvantaged (DAN 87-03-39464)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
19. **Elementary and Secondary Education Act (ESEA) Title I Chapter 1 Assistance for Neglected and Delinquent Children (DAN 87-03-39466)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
20. **Elementary and Secondary Education Act (ESSEA) Title II Mathematics and Science (DAN 87-03-39472)** covered by Special Service Programs (Approved) (DAN 20-10-69577) and Grants Issued by Agency – Applications (Successful) (DAN GS 23001)
21. **Elementary and Secondary Education Act (ESEA) Title V Correspondence Files (DAN 92-10-51384)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
22. **Elementary and Secondary Education Act (ESEA) Title V Project Files (DAN 92-10-51383)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
23. **Emergency Immigrant Education Assistance (DAN 87-03-39471)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)

24. **Environmental Education (DAN 97-09-58092)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
25. **Family, Career and Community Leaders of America Meetings and Affiliations Files (DAN 79-07-22952)** covered by Stakeholder Group Relations (DAN GS 05010) and Special Service Programs (Approved) (DAN 20-10-69577)
26. **Family and Consumer Sciences Education Extended Learning Files (DAN 79-07-22958)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
27. **Family and Consumer Sciences Education Food Education and Service Training Films (DAN 79-07-22955)** covered by Training – General (DAN GS 22007), Training – Mandatory (DAN GS 22008), Clock Hours (DAN 12-09-68332), and In-Service Provider Approvals (DAN 12-09-68333)
28. **Family and Consumer Sciences Education Teachers Coordinating Council and Inservice Education (DAN 79-07-22960)** covered by Training – General (DAN GS 22007), Training – Mandatory (DAN GS 22008), Clock Hours (DAN 12-09-68332), and In-Service Provider Approvals (DAN 12-09-68333)
29. **Family and Consumer Sciences Education Teachers End of Year and Summary Reports (DAN 79-07-22959)** covered by Local Education Agency Compliance Monitoring (DAN 12-12-68355) and Special Service Programs (Approved) (DAN 20-10-69577)
30. **Family and Consumer Sciences Education Teacher Training Files (DAN 79-07-22956)** covered by Training – General (DAN GS 22007), Training – Mandatory (DAN GS 22008), Clock Hours (DAN 12-09-68332), and In-Service Provider Approvals (DAN 12-09-68333)
31. **Family and Consumer Sciences Special Project Files (DAN 79-07-22961)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
32. **Federal Grant Awards to the State Superintendent of Public Instruction (DAN 79-06-22696)** covered Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
33. **Final Documents for Operating and Supplemental Budgets (DAN 97-09-58094)** covered by Strategic Plans – Final (Unpublished) (DAN GS 10001) and Allotment Management and Budget Development (DAN GS 01040)
34. **Gifted Federal Programs Project Files (DAN 79-06-22748)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
35. **HIV/AIDS Education Files (DAN 91-10-49241)** covered Training – General (DAN GS 22007), Studies (minor/routine) (DAN GS 09006)
36. **Home-Based Instruction Annual Enrollment Reports (DAN 91-10-49230)** covered by Reporting to Agency - General (DAN 20-10-69573) or Reporting to Agency – Local Educational Agency Data (DAN 77-12-20258)
37. **Individuals with Disabilities Education Act (IDEA) Part B Section 611 Special Education (DAN 79-06-22709)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
38. **Individuals with Disabilities Education Act (IDEA) Part B Section 619 Special Education Preschool (DAN 79-06-22708)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)

39. **Individuals with Disabilities Education Act (IDEA) Title IVC Deaf-Blind Projects (DAN 79-06-22707)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
40. **Initial School Bus Inspection (DAN 86-06-37087)** covered Section 5.1 Forms Management on SGGRRS v.6.1, and Agency-Generated Forms and Publications – Copies (GS 50003)
41. **Institutional Education Program Files (DAN 79-07-22983)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
42. **Inventory Depreciation and Replacement Allocation Report Form 1024 (DAN 86-06-37082)** covered by School Bus Acquisition and Disposition (DAN 79-06-22665).
43. **Learn and Serve America Correspondence Files (DAN 00-10-59932)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
44. **Learn and Serve America Project Files (DAN 00-10-59933)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
45. **Marketing Education Conference and Workshop Files (DAN 79-05-22511)** covered by Training – Development (DAN GS 22006), Training – Mandatory (DAN GS 22008), Clock Hours (DAN 12-09-68332), and In-Service Provider Approvals (DAN 12-09-68333)
46. **Mathematics Helping Corps Program Files (DAN 01-06-60098)** this specific program is no longer in use, but anything mathematics related would be covered by Special Service Programs (Approved) (DAN 20-10-69577)
47. **Miscellaneous Federal Project Files (DAN 79-06-22697)** covered by Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
48. **National Center For Education Statistics (NCES) Financial (DAN 11-06-62462)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
49. **Plans for Education Professions Development Act Internship Project (DAN 79-05-22503)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
50. **Professional Certification Credentials – Disciplinary/Revocation (DAN 76-12-17768)** covered by Professional Practices Disciplinary and Investigative Files (DAN 92-04-50255) or Professional Certification Credentials – Applications/Working Files (DAN 15-09-68823)
51. **Program Files (DAN 91-10-49242)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
52. **Project Files (DAN 79-06-22745)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
53. **Pupil Transportation Reimbursement Forms (DAN 75-03-09617)** covered by Section 5.1 Forms Management on SGGRRS v.6.1, Agency-Generated Forms and Publications – Copies (GS 50003), Financial Transactions – General (DAN GS 01001), and Section 4.7 School Bus Management on OSPI v.2.0
54. **Reconciliation – Fund 705 – Suspense (Copy 2) (DAN 79-10-23499)** covered by Banking – Accounts and Transactions (DAN GS 01013) and Financial Transactions – General (DAN GS 01001)
55. **Remediation Assistance Project Files (DAN 86-08-37399)** covered by Special Service Programs (Approved) (DAN 20-10-69577)

56. **Reporting – Food and Nutrition Programs (DAN 13-09-68463)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
57. **School Age Child Care Files (DAN 91-10-49236)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
58. **School Bus Driver Status Report (DAN 91-02-47393)** covered by Local Education Agency Compliance Monitoring (DAN 12-12-68355)
59. **School Bus Operation Permit (DAN 86-06-37091)** covered by School Bus Acquisition and Disposition (DAN 79-06-22665)
60. **School Bus Records (DAN 75-03-09616)** covered by Acquisition and Disposal (DAN GS 21001) and Authorizations/Certifications – Assets (DAN GS 21013)
61. **School Bus Route Logs – Form 1022A 1 (DAN 86-06-37080)** covered by Reporting to Agency – General (DAN 20-10-69573)
62. **School Districts’ Civil Rights Compliance Under Public Law 88 352 (DAN 79-06-22698)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004) – *This is what we report to the Workforce Training Board.*
63. **School District Files of Technology and Industrial Education Vocationally Approved Courses (DAN 79-07-22974)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
64. **Schools for the 21st Century (DAN 97-09-58091)** covered by Special Service Programs (Approved) (DAN 20-10-69577), Grants Issued by Agency – Applications (Successful) (DAN GS 23001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
65. **School Retention and Retrieval Program (DAN 88-07-42561)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
66. **Special Education Compliance Verification (DAN 96-11-57306)** covered by Local Education Agency Compliance Monitoring (DAN 12-12-68355)
67. **Special Education School District Excess Cost Files (DAN 79-07-22981)** covered by Financial Transactions – General (DAN GS 01001), Grants Issued by Agency – Program Administration (DAN GS 23003), and Grants Received by Agency (DAN GS 23004)
68. **State/School District Food Service Program Agreement (DAN 74-06-05315)** covered by Contracts and Agreements (DAN GS 01050)
69. **Student Assistance Prevention and Intervention Services Program Evaluation Reports (DAN 12-09-68335)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004), Studies (Major) – Working Papers/Development (DAN GS 09030), and Studies (Minor/Routine) (DAN GS 09006)
70. **Student Test Booklets – Grades 3-8 (DAN 06-04-61144)** covered by Assessment Student Responses (DAN 04-07-60737)
71. **Student Test Booklets – HS Grades 9-12 (DAN 06-04-61145)** covered by Assessment Student Responses (DAN 04-07-60737)
72. **Substitute Teacher Reimbursement (DAN 91-09-48113)** covered by Travel (GS 07001) and Section 1.7 Meetings and Board/Committee Support on SGGRRS v.6.1
73. **Teacher Exchange Program Files (DAN 91-02-47384)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
74. **Training/Workshops/Forums (DAN 91-12-49498)** covered by Clock Hours (DAN 12-09-68332) and Training – General (DAN GS 22007)
75. **Transportation Adjustment (DAN 79-03-22049)** covered by Financial Transactions – General (GS 01001), and Inventories – Capital Assets (GS 16008)

76. **Vocational Education Program Development Activities and Planning Files (DAN 79-05-22505)** covered by Travel (GS 07001), Financial Transactions – General (GS 01001), Allotment Management and Budget Development (GS 01040)
 77. **Vocational Education Secondary 1083 Printout (DAN 79-05-22517)** covered by Reporting to Agency – General (DAN 20-10-69573)
 78. **Vocational Education Statistics 1231 Printout (DAN 79-05-22518)** covered by Reporting to Agency – General (DAN 20-10-69573)
 79. **Vocational Education Summer Conference Files (DAN 79-05-22504)** covered by Meetings – Staff and Internal Committees (DAN GS 09009), Training – Development (DAN GS 22006), Travel (GS 07001), Financial Transactions – General (GS 01001), Allotment Management and Budget Development (GS 01040)
 80. **Vocational Equity and Single Parent/Displaced Homemaker Grants (DAN 95-11-56232)** covered by Special Service Programs (Approved) (DAN 20-10-69577)
 81. **Washington Marketing Education Clubs of America Financial Records (DAN 79-05-22512)** covered by Travel (GS 07001), Financial Transactions – General (GS 01001), Allotment Management and Budget Development (GS 01040)
 82. **Washington Universities and Colleges Technology and Industrial Education Files (DAN 79-07-22970)** covered by general correspondence and Stakeholder Group Relations (DAN GS 05010)
 83. **Work Papers for Review of School District Budgets and Budget Extensions (DAN 80-09-26033)** covered by Reports – Development (DAN 91-02-47392)
- Six (6) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency:
 1. **Funding Backup Files (DAN 74-02-03424)** – *previously used as a catchall: covered by general grants management, Capital Construction Project Files (DAN 74-02-03419), Studies development, and reports development.*
 2. **School Building Specifications (DAN 80-03-24354)** – *we no longer collect this, but if we have drawings they would be under Capital Construction Project Files (DAN 74-02-03419)*
 3. **Traffic Safety Education Certificate (TSE 15) (DAN 74-03-03681)** – *DOL issues these now*
 4. **Traffic Safety Education Instructor Information (Revision S-110) (DAN 74-03-03683)** – *retained and maintained by district*
 5. **Traffic Safety Education Request for Forms – Form SPI 3009 (DAN 91-09-48101)**
 6. **U.S. Senate Youth Program (DAN 91-09-48109)**

Net Reduction in Records Series: 112 (from 197 series down to 85 series)