



**Records Management Manual**  
**for School Districts**  
**In the State of Washington**

**SUPERSEDED**

PUBLISHED BY  
WASHINGTON STATE  
DEPARTMENT OF GENERAL ADMINISTRATION  
DIVISION OF ARCHIVES & RECORDS MANAGEMENT  
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OLYMPIA, WASHINGTON 98504

NOTE: Additional copies of this manual may be obtained from the above address at \$3.50 per copy, including future supplements and revisions.

IN RECOGNITION OF THE CONTRIBUTORS LISTED BELOW FOR THEIR  
EFFORTS IN INITIATING THE WASHINGTON SCHOOL DISTRICT RECORDS  
MANAGEMENT MANUAL

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*Retention Schedules were initiated and developed by the Task Force in cooperation with department supervisors or functional area professionals at Clover Park and Lake Washington School Districts.*

# SCHOOL DISTRICT RECORDS MANAGEMENT MANUAL

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## I. INTRODUCTION

### A. THE PROBLEM

Our ability to control records has not kept pace with our propensity to create them. Typewriters, duplicating, copying and data processing machines spew out tremendous quantities of correspondence, forms and reports. Technology has accelerated the accumulation of records and intensified the problems of filing, retrieval and storage.

The lack of control over the creation, maintenance and disposition of records manifests itself in a number of ways. Look, for example, at your own school district.

Does Anyone Know: How many forms are used in your district? How much time it requires to prepare each? How many copies are distributed and whether the data they provide is useful to the receivers? Could forms be combined to eliminate preparation of duplicative entries? Could district forms be redesigned to provide maximum clerical efficiency?

Does Anyone Know: The volume of records in your District's custody? What portion of them are active and what portion inactive or obsolete? How often they are used, by whom and for what purpose? How rapidly are they expanding? How much it is costing to house these records? How much professional and clerical staff time is devoted to maintaining these records? How much money has been invested in file equipment? How long should these records be retained to meet administrative, financial and legal requirements? Which records should be kept permanently and which are essential to your District's operations in or after an emergency and how to protect them? Finally, has anyone considered which records could be dispensed with altogether without impairing the functions of the District? After asking these questions, you will probably agree that there is a major administrative problem, responsibility and cost.

### B. CONSIDER OUR INVESTMENT IN RECORDS

#### 1. RECORDS CREATION

Each inch of file cabinet space can contain approximately 160 pieces of correspondence, reports or forms. Original correspondence will cost a minimum of \$2.65 in professional and secretarial time to prepare. A representative inch of records will cost approximately \$409.00 to create.

#### 2. RECORDS MAINTENANCE

The annual cost of records maintenance, (filing and retrieving) will cost about \$2.64 per file inch, based on clerical salary, supervisory time and other overhead, equal to one file clerk per each eleven four-drawer file cabinets.

#### 3. RECORDS STORAGE

The cost of record storage, in terms of facilities, floor space and file equipment amortization is estimated at \$10.00 annually per cubic foot of records or over \$.80 per file inch.

*CITATIONS:*

1. *Cost Estimate obtained from study by Washington State Department of Motor Vehicles, 1975, for First-Line Supervisor letter preparation. Executive level - \$3.41.*
2. *National average estimated in 1970 by Management Information Services of Detroit. Page 333 of Records Management Handbook - 1970.*
3. *Boeing Aircraft Corporation - 1975.*

*NOTE: Local sources were used where possible in order to reflect local economic conditions.*

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C. THE SOLUTION

PAPERWORK MANAGEMENT

Definition

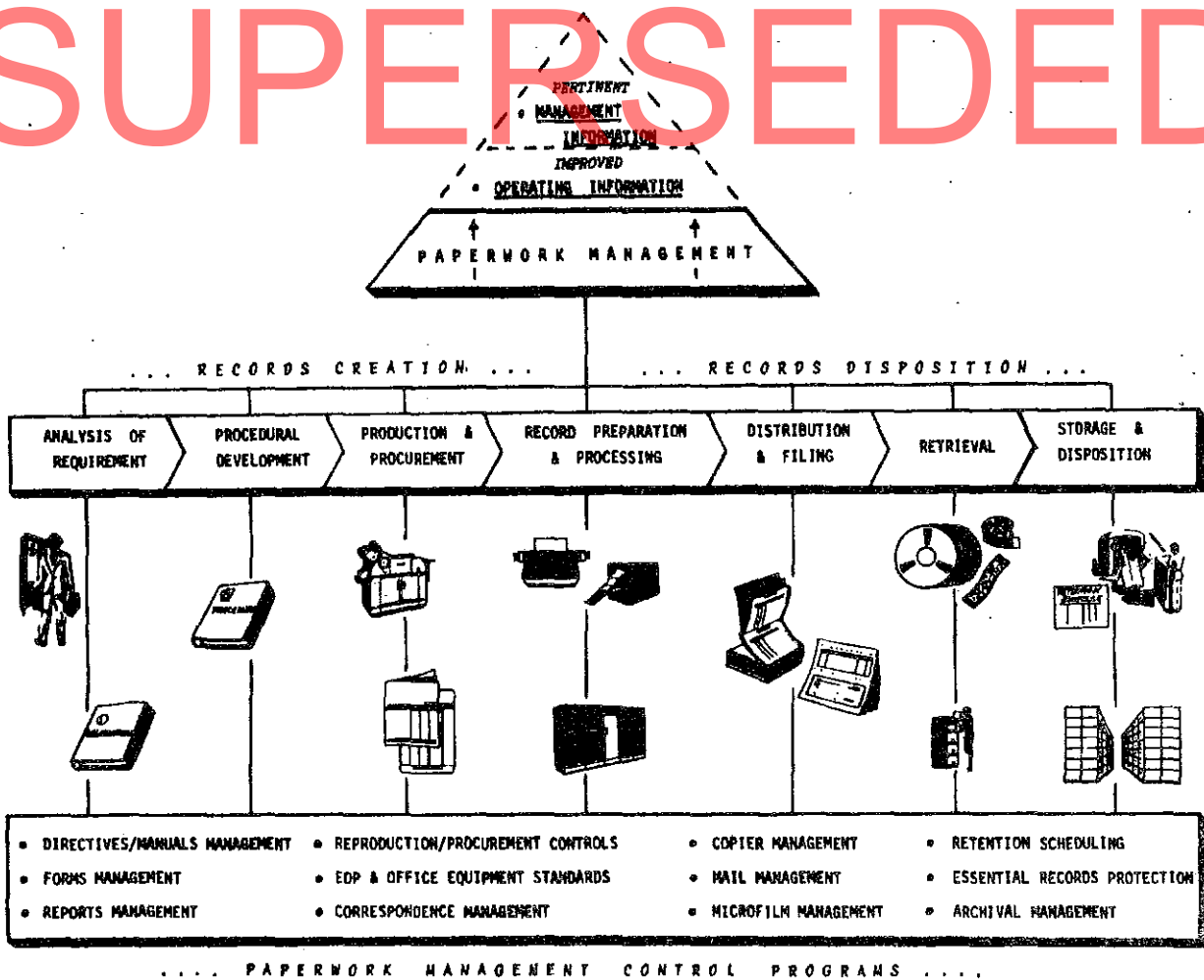
Paperwork Management, which includes Records Management, is interpreted to mean a variety of activities aimed at providing economy and efficiency in the creation, organization, maintenance, use and retrieval and disposition of records, assuring that needless records will not be created or kept and valuable records will be preserved and available.

The functions and objectives of a Records Management Program are to operate simple or complex filing practices, transfer of eligible records to low-cost storage, protection of essential records, implementation of standards for the purchase of filing equipment; development and procurement of agency forms, including forms design and specifications and studies to effect economies in personnel, materials and equipment.

Functions that may be included are: elimination of duplicate and overlapping forms, consolidation of forms serving the same purpose and maintaining effective forms control; records retrieval, receipt and refiling, analysis of effectiveness of records keeping systems, analysis of individual Records Series for determination of realistic retention periods and microfilm systems and applications.

The scope of Records Management is graphically illustrated below in a diagram prepared by the Paperwork Management Sub-Committee of the Governor's Management Improvement Council.

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#### D. RECORDS, THE LAW AND YOU

Whether in the public or private sector, records management is just good business management. There are also legal reasons for practicing good records management. There are various laws governing the operation of a wide variety of programs, hence the records that serve those programs. Statutes of limitation affect records keeping. In most states, statutes regulate the retention and disposal of public records. In Washington State the Records Act, Revised Code of Washington 40.14 is the primary statute in that regard. Other statutes, however, magnify the importance of records management. Revised Code of Washington Chapter 42.17.250-340, the records section of the Public Disclosure Act and U.S. Public Law 93-380, Title D, Section 513, 1974 amendment, relative to the protection of the right of parents and students, are but several of these. School District personnel responsible for records should be made fully aware of the provision of these statutes and the obligations they impose. It is the ultimate objective of this manual to assist in developing that awareness.

#### E. THE SCHOOL DISTRICT RECORDS MANAGEMENT MANUAL

##### Concept and purpose.

The Idea of a School District Records Management Manual was conceived by a group of Washington State School Administrators who were concerned with the legal requirements of school records retention and saw the benefits of good records management practices. This group suggested to the Washington Association of School Business Officials, that a school records management committee be formed to address these issues. This committee's first charter was to develop records retention and disposal guidelines that could be utilized throughout the public school system where it was found that common types of records prevail.

Methodology: A records inventory was accomplished by a committee task force. The inventory was converted to a tentative retention schedule format for each area of school district administration. These tentative schedules were then distributed to committee members who critiqued them with their respective district staffs who specialize in each particular function. The schedules were then redrafted after a consensus was reached concerning title, definition and retention. The completed schedules were next approved by the Washington Association of School Business Officials (WASBO) Board, reviewed and endorsed by the Office of the Superintendent of Public Instruction and legally authorized by the Washington State Local Records Committee as required by RCW 40.14.070.



## II. DEFINITIONS, LEGAL TERMS, STATUTORY REQUIREMENTS

### A. STATUTORY REQUIREMENTS: CHAPTER 40.14 RCW (See Appendix G for full text)

No public record, other than Office Files and Memoranda, of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated or reproduced on film, or until it is seven years old. Except as otherwise provided by law, no public record including Office Files and Memoranda shall be destroyed until approved for destruction by the Local Records Committee.

### B. PUBLIC RECORDS DEFINED

"Public Records" means any paper, correspondence, form, book, photograph, film, sound recording, map drawing or other document regardless of physical form or characteristics, and including all copies thereof, that have been made by any agency or received by it in connection with the transaction of public business. Reference RCW 40.14.010 and WAC 414-08-020.

### C. RECORDS AS PUBLIC PROPERTY

All public records shall be and remain the property of the agency. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed and otherwise managed, only in accordance with the provisions of RCW Chapter 40.14 RCW and as otherwise provided by law. WAC 414-12-010.

### D. CUSTODY OF PUBLIC RECORDS

Unless otherwise provided by law, public records must remain in the custody of the office in which they were originally filed, which shall be considered the Office of Record, or should be destroyed or transferred pursuant to instructions from the Local Records Committee as required by Chapter 40.14 RCW. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals, except for disposition pursuant to law or otherwise expressly provided by law or by these regulations. WAC 414-12-020.

### E. AUTHORITY TO TRANSFER RECORDS TO THE STATE ARCHIVES

In lieu of retention in the Office of Record, records of archival or historical value may be officially transferred to the Washington State Archives or other depository officially designated by the State Archivist. Reference: WAC 414-12-030 for further information concerning records transfer. (See Appendix G)

### F. AUTHORITY TO ADOPT GENERAL SCHEDULES

RCW 40.14.070 and WAC 414-24-050 provide that the Local Records Committee may approve and issue Records Retention Disposition Schedules, which shall constitute authority to dispose of specific records, held commonly by many agencies, after a required retention period on a recurring basis until the Schedule is either amended or revised by the Committee.

## G. IMPLEMENTATION OF SCHOOL DISTRICT SCHEDULES

The School District General Records Retention Schedules constitute authority for any School District in the State of Washington to dispose of the records listed thereon after the specified retention, per the General Schedule authority of the Local Records Committee pursuant to Chapter 40.14.070 RCW.

## H. METHODS OF RECORDS DESTRUCTION

When the Local Records Committee has authorized the disposal of public records by or for destruction, it shall be the responsibility of the district having requested (or received) authorization to cause such records to be destroyed promptly and effectively. The primary purpose of such destruction shall be that of reducing the records to an illegible condition. Burning, pulping or shredding are considered to be the most effective methods of accomplishing that purpose.

A district may destroy records by selling them for recycling purposes, under the following conditions:

(1) The prompt destruction of the records shall be insured, and the responsibility for such destruction shall continue to be that of the district until effectuated.

(2) The individual or entity purchasing such records shall have in effect or provide a performance bond in a penal sum of not less than \$100,000. or the face value of the records being sold, whichever is least.

(3) Records shall not be kept in unattended and unprotected storage awaiting their destruction.

(4) The district shall obtain and preserve evidence of the destruction of such records in the form of a certificate from the person or entity to whom they are sold. Reference WAC 414-24-070 through 414-24-080.

It is recommended that the district records officer or person(s) charged with the destruction of records prepare and keep either a records destruction log or records destruction certificates recording the Records Series title, office of origin, inclusive dates of the records, date destroyed, place and method of destruction and quoting the appropriate General Schedule or GAA-24 Disposition Authority Number authorizing disposal.

### III. IMPLEMENTING THE RECORDS MANGEMENT PROGRAM

Just as it is impossible to create records retention schedules which are comprehensive and equally useful to all, so is it as impossible to provide an instructional manual for implementing schedules that works equally well for all sizes of districts. The following is an outline of how a Records Management Program can be implemented step by step. Any of these steps may be modified to meet local needs on situations.

#### A. ESTABLISHING THE PROGRAM - STEP BY STEP

##### 1. SECURE AGREEMENT OF DISTRICT MANAGEMENT

The success of any program is dependent upon top management support. Management must be aware of the program objectives, i.e., save space, save money, save clerical processing time, reduce expenditures on equipment, comply with State and Federal laws, etc.

##### 2. APPOINT DISTRICT RECORDS OFFICER

A member of the administrative staff should be appointed Records Management Program Officer. (This appointment may include responsibilities for disclosure of information under RCW 42.17.)

##### 3. NOTIFY STAFF OF PROGRAM INAUGURATION

By issuing a program announcement and directive indicating the reasons for the program, showing management support, announcing the appointment of the Records Officer and requesting support. See Appendix A for sample directive.

##### 4. APPOINT A DISTRICT RECORDS MANAGEMENT COMMITTEE (optional)

Frequently a records management committee, consisting of high level administrators from key district offices, can provide program direction to the records officer, and give the program a sense of co-operative effort and authority that might be hard to achieve by the records officer alone.

##### 5. ESTABLISH RECORDS MANAGEMENT FILE

Obtain the necessary forms, manuals and supplies incidental to the program, i.e., State Records Management Handbooks, Public Records Retention Schedules and Destruction Authority forms, GAA-24, desk or office file space, typing assistance for the program, etc.

##### 6. ESTABLISH CONTACTS IN FUNCTIONAL AREAS

Request appointment of Records Coordinators and Custodians. These people may be supervisors or secretarial personnel with substantial knowledge of the operation and records of their respective subdivisions in the district organization. A district organizational chart will be helpful for this purpose.

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7. RELEASE SCHOOL DISTRICT RECORDS DISPOSITION MANAGEMENT POLICY AND PROCEDURE

This policy and procedure should state the purpose of the program, who is affected by it, district policy regarding the program, define terms unique to the program and outline the responsibilities of each person or department affected, and the procedures for implementation. This policy and procedure should become part of the district Operations Manual. See Appendix B. (District policy and procedure for disclosure of information may supplement this document)

8. PROCEED WITH INITIAL PROJECTS AND ESTABLISH CONTROLS FOR THE PROGRAM

a. Conduct orientation meetings with functional or departmental records coordinators, managers or other concerned persons.

b. Distribute applicable General Records Retention Schedules to each functional area. These schedules should be packaged in a file folder and include the General Schedule, instructions on its use and revision, (see Appendix D) a copy of RCW 40.14 and general information data concerning records retention scheduling. (See Appendices E and G) These materials may be copied from appropriate Appendices.

c. Have each Records Coordinator review the General Schedule, deleting items that are not applicable and prepare a GAA-24 for records in that office not on the Schedule. Collect revisions and submit these forms to the Local Records Committee for approval and redistribute to each office or school.

d. Implement General Schedules. Conduct an "Operation Round File" asking each office to dispose of eligible records and tally the volume disposed. Arrange assistance for disposal of large quantities of records.

e. If a District Records Center, Central Records Room or "Archive" is available, initiate procedures for encouraging but controlling transfer of records to such a facility. Use standard size storage cartons, adequately labeled and require use of a transfer control document "Transmittal" form. (Note: Creating and Using a Records Center is the subject of a later section of this manual)

f. Exercise control over the acquisition of all file equipment. Audit use of Schedules before permitting file equipment purchases.

g. Conduct a survey of each department or school's net record holdings and available file space. Require a reporting of file space freed by disposal of records.

B. PROGRAM MAINTENANCE

1. See that offices update and implement their Records Retention Schedules at least annually to insure that new records are included on the Schedules and that obsolete Series are deleted from the system as soon as they are eligible for disposal.
2. Audit Retention Schedules to see that they provide for minimum retention of records compatible with legal, financial, administrative and operational requirements.

3. Involve school officials in updating District General Schedules. This may be done by submitting a GAA-24 with the pertinent items listed with a note to the WASBO Records Retention Committee or the Washington State Local Records Committee, suggesting that particular items may be found in other districts and should be considered for inclusion in the General Schedules. These committees will review the items and, if applicable, include them in subsequent revisions to the schedules. The WASBO Records Retention Committee and the Washington State Local Records Committee welcome suggestions to improve the General Schedules.

C. REPORT RESULTS TO MANAGEMENT

Statistical

Number of file cabinets emptied for reuse through the program.

Volume of new records added.

Volume of records deleted by program.

Net holdings at end of year.

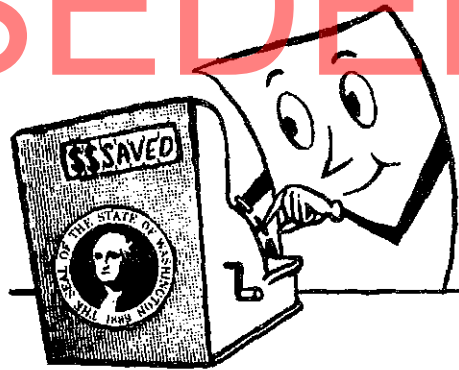
Cost Savings

Cost of file equipment released for reuse through program.

Cost of floor space converted or released for reuse.

Clerical time saved by eliminating handling of inactive records.

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#### IV. RECORDS RETENTION

##### A. COMMENT AND DEFINITION ON THE USE OF SCHEDULES

1. Records Retention Schedules do not obligate a school district or any department or school thereof to destroy any of the records which it desires to preserve for longer periods than scheduled. Rather, the schedules provide recommendations as to the length of time various records should ordinarily be retained and authority to dispose of the listed records on or after the recommended retention.
2. Even though there is great similarity of record types among school districts, there is no total uniformity. Therefore, it is impossible to create general schedules which are totally comprehensive. Nor is it possible to obtain total agreement on how long any particular record should be retained. All that can be done is to arrive at some guideline for as many records as possible and provide the tools whereby those guidelines may be modified to suit differing needs.
3. If you wish to retain a particular record longer than required, that is your prerogative. If you want to reduce the established retention for your particular office you may do so by submitting a form GAA-24, Public Records Retention Schedule & Destruction Authorization, to the Washington State Local Records Committee. If you wish to delete a schedule item as not applicable to your district, simply line it out. If you need to add to your schedule, prepare and submit a GAA-24. (See Appendix E for example and instructions)
4. The prime rule to remember is that all records in your custody should be identified and that records cannot be legally destroyed unless authorized by a general schedule (See definition, page 5) or a GAA-24 signed by the Washington State Local Records Committee.
5. With few exceptions the WASBO Committee has not made recommendations for particular records to be microfilmed. A section will be added to address microfilm uses and legality. If your district chooses to microfilm records and then wants to dispose of the hard copy, the district must prepare a GAA-24 requesting such authority.
6. Records Series. A Records Series may be defined as "a group of records performing a particular function for the office, which are filed as a unit, used as a unit, and which may be transferred and disposed of as a unit."
7. Definition of Official Public Records (OPR) and Office Files and Memoranda: (Reference RCW 40.14) Official Public Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof, including school districts, shall be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington, and all other documents or records determined by the Washington State Local Records Committee to be Official Public Records. (See Appendix E, Preparation of a GAA-24, Item 9)



7. (continued)

Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records determined by the Records Committee to be Office Files and Memoranda.

8. Retention Period: Official Public Records have a statutory minimum retention of 7 years. The retention period for Office Files and Memoranda is based on operational requirements for each office. Whichever is applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate a feature whereby files of records can be terminated and a new file of the same Records Series initiated immediately. This is done to prevent the records from growing into an unmanageable size and to facilitate the filing of newer records. One proven method is that all calendar year records can be "cut-off" on December 31 and a new file established on January 1; all fiscal year records can be "cut-off" on June 30 and a new file established on July 1. Case files, project files, contract or agreement files and similar records cannot be "cut-off" on an annual basis as they may extend for several years and can terminate only upon the happening of an event, such as "termination of contract," "final payment of a contract," "termination of employment," etc. Regardless of the duration of the retention period, Records Series should be kept in office files after "cut-off" only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a low-cost storage area or a records center for the remainder of the retention period.

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## SECTION IV - RECORDS RETENTION SCHEDULES



The School District General Records Retention Schedules on the following pages constitute authority for any school district in the State of Washington to dispose of the records listed thereon after the specified approved retention, per the General Schedule authority of the Washington State Local Records Committee pursuant to Chapter 40.14.070 Revised Code of Washington and Washington Administrative Code 414-24-050.



WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE  | OF                           | PAGES  |
|--------------------------|--|--|---|------------------------------|--|
| SD-1                     | DISTRICT FOOD SERVICES AND/OR SCHOOL CAFETERIA   | MARCH 1976                               | 1   | OF                           | 4  |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                                      | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS  |
| 1.                       | APPLICATIONS FOR GRANTS-IN-AID   | OPR                                      | Supt. of Public Instruction                       | 7 years                      |  |
| 2.                       | CAFETERIA RECEIPT BOOKS  | OPR                                      | School Cafeteria or Dist. Food Svcs. Office       | 7 years                      | Unless copy held by District Central Accounting Office, in which case, Food Services or Cafeteria copy can be disposed of after audit. |
| 3.                       | CATERING REQUESTS<br>Same as requisition. Used for instances when special groups or functions, i.e., PTA, request kitchen services.  | OFM                                      | 1. Dist. Food Svcs. Office<br>2. School Cafeteria | Until after audit<br>1 year  |  |
| 4.                       | DAILY LUNCH & MILK COUNT REPORT<br>Daily record of meals & milk served. Completed by kitchen and/or lunch-room servers. Accompanies monies to Food Services Supervisor balanced with funds received. Forms basis for claims for Federal Reimbursement. | OFM                                      | 1. Dist. Food Svcs. Office<br>2. School Cafeteria | 3 years<br>Until after audit |  |
| 5.                       | FOOD SERVICES CASH RECEIPTS INVOICE<br>For sale of commodities or catering services.   | OFM                                      | District Food Svcs. Office                        | Until after audit            |  |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST              |  |
| <i>James P. Han</i>      |  | <i>Daniel K. Russell</i>                 |   | <i>Raymond F. McElfish</i>   |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER                                 | TITLE   | DATE   | PAGE 2 OF 4 PAGES                                 |   |   |
|---|---|--|---|---|---|
| SD-1  | DISTRICT FOOD SERVICES AND/OR SCHOOL CAFETERIA  | MARCH 1976   |   |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION                                      | MINIMUM APPROVED RETENTION                      | DISPOSITION/REMARKS   |
| 6.  | FOOD SERVICES DELIVERY SLIP<br>Centralized system only, used as packing slip to deliver pre-cooked & packaged lunches from central commissary to school kitchens. Indicates number of lunches ordered, returned and comments.             | OFM  | District Food Svcs. Office                        | 1 year  |   |
| 7.  | FOOD SERVICE REQUISITION OR ORDER   | OFM  | School cafeteria                                  | 1 year  |   |
| 8.  | FREE OR REDUCED-PRICE LUNCH<br>Application & copies of letters of acceptance or rejections. Sent to householders for application for reduced or free lunches for children based on income - in compliance with National School Lunch Act. | OFM  | 1. Dist. Food Svcs. Office<br>2. School Principal | 3 years or until after Federal audit.<br>1 year |   |
| 9.  | HOME ECONOMICS COMMODITY REQUISITION<br>For supplies  | OFM  | 1. Dist. Food Svcs. Office<br>2. School Cafeteria | 1 year<br>1 year                                |   |
| 10.   | LUNCHROOM DAILY CENSUS<br>Used by teachers to report lunches sold.  | OFM  | 1. Dist. Food Svcs. Office<br>2. School Cafeteria | 1 school year<br>1 school year                  |   |
| 11.   | MEAL TICKETS  | OFM  | School Cafeteria                                  | 3 months  | Provided log is kept. If a log is not kept, tickets must be retained three years. |
| FOR THE ATTORNEY GENERAL<br><i>James Nathan</i> |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>Donald R. ...</i> |   | STATE ARCHIVIST<br><i>L. ...</i>                |   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER                                   | TITLE   | DATE  | PAGE  |   |  |
|---|---|---|---|---|--|
| SD-1  | DISTRICT FOOD SERVICES AND/OR SCHOOL CAFETERIA  | MARCH 1976  | 3 OF 4 PAGES                                      |   |  |
| ITEM NO   | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS   | DISTRIBUTION                                      | MINIMUM APPROVED RETENTION                    | DISPOSITION/REMARKS  |
| 12.   | MEAL TICKET LOG   | OFM   | School Cafeteria                                  | 3 years                                       |  |
| 13.   | PURCHASE ORDERS<br>May include duplicate invoices, proof of delivery i.e., packing slips.                                     | OFM   | 1. Dist. Food Svcs. Office                        | 3 years or until after audit.                 |  |
|   |   | OPR   | 2. Dist. Central Office (Acctg.)                  | 7 years                                       |  |
| 14.   | REIMBURSEMENT CLAIMS<br>For State or Federal Aid.   | OFM   | 1. Dist. Food Svcs. Office or Dist. Accounting.   | 3 years or until after audit.                 |  |
|   |   | OPR   | 2. SPI  | 7 years                                       |  |
| 15.   | REVENUE & EXPENDITURE LEDGER  | OPR   | School Cafeteria                                  | 7 years                                       |  |
| 16.   | STOCK CONTROL RECORDS<br>Inventory cards, sheets or computer runs, showing quantities received, used & balances by commodity. | OFM   | Dist. Food Svcs. Office                           | Until completed & superseded.                 |  |
| 17.   | SURPLUS COMMODITIES - STOCK INVENTORIES   | OFM   | 1. Dist. Food Svcs. Office<br>2. School Cafeteria | 1 year after audit<br>1 year                  |  |
| 18.   | TIME CARDS - OR TIME SHEETS<br>For lunchroom servers & kitchen  | OPR   | 1. District Food Services                         |   |  |
|   |   | OPR   | 2. School Cafeteria                               | 7 years                                       | May be disposed of after audit if verified summary is sent to District Food Services and/or payroll is used as authority to pay. |
| FOR THE ATTORNEY GENERAL<br><i>James K. Brown</i> |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>David K. Brown</i> |   | STATE ARCHIVIST<br><i>Richard J. McArthur</i> |  |

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SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          |   | TITLE  |              |                            | DATE   | PAGE | OF | PAGES |
|--------------------------|---|--|--------------|----------------------------|--|------|----|-------|
| SD-1                     |   | DISTRICT FOOD SERVICES AND/OR SCHOOL CAFETERIA |              |                            | MARCH 1976   | 4    | OF | 4     |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS  |      |    |       |
|                          | NOTE:<br>For other Food Services/Cafeteria Accounting Records, see schedules relating to Accounting & Purchasing. |  |              |                            | NOTE:<br>This schedule was developed on the basis that Food Services were centralized in the district. In the instance of a decentralized system, the following applies:<br>1. Same items as listed for District Food Services are applicable to the School Cafeteria.<br>2. Items for which there are listed two copies but for which only one exists a decentralized school kitchen system, the longest retention is applicable. |      |    |       |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS       |              |                            | STATE ARCHIVIST  |      |    |       |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 3 PAGES       |  |  |
|--------------------------|---|--|-------------------------|--|--|
| SD-2                     | DISTRICT HEALTH OFFICE AND/OR SCHOOL NURSING SERVICES   | MARCH, 1976                              |                         |  |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION            | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS                                  |
| 1.                       | ACCIDENT INJURY REPORT.   | OPR                                      | District Health Office  | Retain until 5 years after 21st birthday.  | Retain until graduation if placed in student folder. |
|                          |   | OFM                                      | School                  | 3 years.   |  |
|                          |   | OFM                                      | District Health         | Until data transferred to pupil health card or re-examination.                     |  |
| 3.                       | COMMUNICABLE DISEASE REPORT.  | OFM                                      | District Health Office  | Until summary report is made to DSHS.  |  |
| 4.                       | CONSERVATION OF VISUAL PROGRAM.   | OFM                                      | District Health Office  | Corrective action taken on next report or until placed in student health card.     | Retain until graduation if placed in student folder. |
| 5.                       | DAY BOOK. Log of students reporting to school nurse for various causes, showing reason for reference and nurse's findings.            | OFM                                      | School Nurse            | 1 year   |  |
| 6.                       | FINDINGS AND CORRECTIONS WORK SHEET. Form used by school to record health data, weight, vision, hearing, teeth, to report to parents. | OFM                                      | School or School Nurse. | Until data transferred to pupil health card and reported to parents as appropriate |  |
|                          |   | N/A                                      | Parent                  | N/A  |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                         | STATE ARCHIVIST  |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                         | <i>[Signature]</i>   |  |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 3 PAGES                                     |  |   |
|--------------------------|--|--|---|--|---|
| SD-2                     | DISTRICT HEALTH OFFICE AND/OR SCHOOL NURSING SERVICES  | MARCH, 1976                              |   |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION                                 | DISPOSITION/REMARKS   |
| 7.                       | HEALTH EXCUSE FROM PHYSICAL EDUCATION.   | OFM                                      | 1. School Health Office<br>2. Physical Ed. Instructor | While applicable<br><br>While applicable                   | Updated if applicable.  |
| 8.                       | HEALTH INFORMATION SHEET. Indicating health history prior to entry into school, may include restrictions on athletic activity & parent signature - emergency data.   | OFM                                      | School  | Until superseded or data transferred to pupil health card. |   |
| 9.                       | HEALTH NOTICE. Advice to parent that student needs medical services with physician's report of action completed, to be returned to school.   | OFM                                      | 1. School<br>2. Parent/NA                             | School Year  |   |
| 10.                      | IMMUNIZATION SURVEY FORMS - FURNISHED by STATE (DSHS 13-206x) used to determine to what degree a child has been immunized, per State Health Board requirements. Sent to parents and returned, completed to District Health Office. | OFM                                      | District Health Office                                | School Year  |   |
| 11.                      | MEDICATION ORDERS. Physicians orders to school to administer medication to a specific student.   | OFM                                      | School Nurse  | While applicable   | If giving medication is an accepted action, approved by the school district attorney. |
| 12.                      | MEDICATION REQUEST. Parents request for giving medication at school.   | OFM                                      | District Health Office                                | 5 years as required by DSHS.                               | Same as above.  |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |   | <i>[Signature]</i>   |   |

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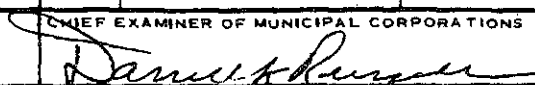
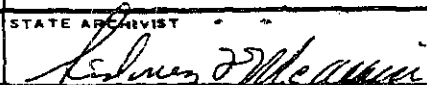
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 3 PAGES                                      |   |  |
|--------------------------|--|--|--|---|--|
| SD-2                     | DISTRICT HEALTH OFFICE AND/OR SCHOOL NURSING SERVICES  | NOVEMBER 1976                            |  |   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION   | MINIMUM APPROVED RETENTION                                  | DISPOSITION/REMARKS  |
| 7.                       | HEALTH EXCUSE FROM PHYSICAL EDUCATION.   | OFM                                      | School Health Office.<br>Physical Education Instructor | While applicable<br>While Applicable                        | Updated if applicable.   |
| 8.                       | HEALTH INFORMATION SHEET. Indicating health history prior to entry into school, may include restrictions on athletic activity & parent signature - emergency data.   | OFM                                      | School   | Until superceded or until transferred to pupil health card. |  |
| 9.                       | HEALTH NOTICE. Advice to parent that student needs medical services, with physician's report of action completed, to be returned to school.  | OFM                                      | School<br>Parent/NA                                    | School Year   |  |
| 10.                      | IMMUNIZATION SURVEY FORMS - FURNISHED BY STATE (DSHS 13-206x) Used to determine to what degree a child has been immunized, as per State Health Board requirements. Sent to parents and returned completed to District Health Office. | OFM                                      | District Health Office                                 | School Year   | *SUPERCEDED by "CERTIFICATION OF IMMUNIZATION"(DSHS-13-263)                          |
| 11.                      | MEDICATION ORDERS. Physicians' orders to administer medication to specific students.   | OFM                                      | School Nurse   | While Applicable  | If giving medication is an accepted action approved by the school district attorney. |
| 12.                      | MEDICATION REQUEST. Parents' request for giving medication at school.  | OFM                                      | District Health Office                                 | 5 years as required by DSHS.                                | Same as above.   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST   |  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |  | <i>[Signature]</i>  |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE   | DATE   | PAGE 3 OF 3 PAGES   |   |  |
|---|---|--|---|---|--|
| SD-2  | DISTRICT HEALTH OFFICE AND/OR SCHOOL NURSING SERVICES   | NOVEMBER 1976  |   |   |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION  | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS  |
| 13.   | IMMUNIZATION NEEDS/IMMUNIZATION REPORT STATEMENT. Sent by District to parents for permission to administer shots. (DSHS 13-215)   | OFM  | District Health Office  | 5 years as required by DSHS.  |  |
| 14.   | PUPIL HEALTH CARD. Card listing immunization, height, weight etc. by grade; date of examination and examining physician by pupil; data recorded from other forms submitted by parents, doctors etc. | OFM  | School  | Until graduation  | May be filed in student folder.  |
| 15.   | STUDENT HEALTH REPORT. Physical examination prepared by parents and physician (if physician is required.) (Same as HEALTH INFORMATION SHEET.)   | OFM  | School  | Until Data Transferred to Health Card.  | Retain until graduation if placed in student folder. This activity may be handled by Physical Education Department. (See Physical Education Schedule.) |
| 16.   | SUPPLIES REQUISITION. School Health Requisition for supplies. (Internal use only.)  | OFM  | District Health Office<br>District Central Supply<br>School Health Office | 30 days<br>1 year<br>30 days  |  |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |   | STATE ARCHIVIST   |  |
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE                                      |  |  |
|--------------------------|---|--|---|--|--|
| SD-3                     | DISTRICT MAINTENANCE SERVICES   | MARCH 1976                               | PAGE 1 OF 4 PAGES                         |  |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                              | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS  |
| 1.                       | ENGINEERING AND ARCHITECTURAL DRAWINGS<br>Architectural, Structural, Plumbing, Electrical, etc.   | OFM                                      | 1. District Maintenance or Central Office | While site is District property  | NOTE: Duplicates should be available and stored off-site for Essential Records protection. Microfilm is inexpensive and considered a suitable substitute.  |
|                          |   | OFM                                      | 2. School                                 | Same   |  |
| 2.                       | BUILDING SPECIFICATIONS   | OFM                                      | 1. District Maintenance or Central Office | While site is District property  | Duplicates should be available and stored off-site for Essential Records protection. Microfilm is inexpensive and considered a suitable substitute.  |
|                          |   | OFM                                      | 2. School                                 | Same   |  |
| 3.                       | OPERATING MANUALS<br>Prepared by contractors for use of the district in maintaining equipment installed in buildings.   | OFM                                      | 1. District Maintenance or Central Office | While site is District property  | Duplicates should be available and stored off-site for Essential Records protection. Microfilm is inexpensive and considered a suitable substitute.  |
|                          |   | OFM                                      | 2. School                                 | Same   |  |
| 4.                       | MAINTENANCE FOLDER<br>File folders for each school showing maintenance performed. Contains copies of work orders, work order requests, maintenance tab completion reports, Purchase orders, supporting documents, and other forms that may also be listed separately on this schedule, and correspondence. May contain copies of state and/or insurance company inspection reports. | OFM                                      | 1. District Maintenance or Central Office | 7 years except capitol improvements documents for which should be kept as long as site is district property, i.e., furnace replacement | Documents in this file should be removed and destroyed after 7 years old. Folders for each school for each of 7 years could be established to eliminate time-consuming annual review effort.<br>NOTE: "Maintenance Folders" may or may not be kept by any particular district. If such folders are kept as a matter of practice, the retention schedule is applicable. This holds true for other forms or items as shown on the following pages. |
|                          |   | OFM                                      | 2. School                                 | Same   |  |
|                          |   | OFM                                      | 2. School                                 | Same   |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |  |
|                          |   |  |   |  |  |

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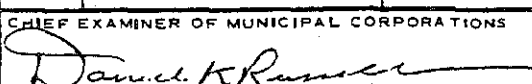
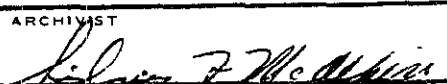
SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE  |   |  |
|--------------------------|---|--|---|---|--|
| SD-3                     | DISTRICT MAINTENANCE SERVICES   | MARCH 1976                               | 2 OF 4 PAGES  |   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION                                | DISPOSITION/REMARKS  |
| 5.                       | WORK ORDER REQUEST<br>Request from school or other district office to maintenance department for performance of maintenance work, shows where work is to be performed, date requested, job description.     | OFM<br>OFM<br>OFM                        | 1. District Maintenance<br>2. School<br>3. Extra copies | 7 years<br>1 year<br>1 year or less                       | May be filed in Maintenance folder                                 |
| 6.                       | WORK ORDER<br>Prepared from Work Order Request.   | OPR<br>OFM<br>OFM                        | 1. District Maintenance<br>2. School<br>3. Maintenance  | 7 years<br>1 year<br>1 year                               | Filed in maintenance folder with supporting documents.             |
| 7.                       | COMPUTER REPORTS<br>Copies of computer generated reports on General and Building Funds, Payroll, Equipment, Inventory, official copies of which are retained elsewhere, primarily in the Accounting Office. | OFM<br>OFM                               | 1. Accounting<br>2. District Maintenance Office         | Refer to Accounting Office's Schedule Current fiscal year | See Computer Report Section for detail.                            |
| 8.                       | REPAIR TAG  | OFM                                      | District Maintenance Office                             | Until after repair is made                                | If used.   |
| 9.                       | MILEAGE REPORT<br>Shows use of private vehicle in determining maintenance work. Shows stops per week, mileage, claimant, date, used to summarize to District Mileage Claim Form.                            | OFM                                      | District Maintenance Office                             | 1 year  | Attached to Maintenance copy of Accounting Mileage Claim, if used. |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST   |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |   | <i>[Signature]</i>  |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 3 OF 4 PAGES   |   |                                   |
|---|--|--|---|---|-----------------------------------|
| SD-3  | DISTRICT MAINTENANCE SERVICES  | MARCH 1976   |   |   |                                   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION  | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS               |
| 10.   | MILEAGE CLAIM FORM<br>Voucher form for reimbursement of private car useage.  | OFM<br>OPR   | 1. District Maintenance Office<br>2. District Accounting Office | 1 year<br>7 years   |                                   |
| 11.   | WAREHOUSE PICKUP REPORT<br>Requests to warehouse to pick up product from private vendor or school, and to pick up and deliver from warehouse.                    | OFM  | District Maintenance Office                                     | As soon as product is delivered.  | If applicable.                    |
| 22<br>12.   | VANDALISM REPORT<br>Date, place, date reported, damage sustained, data posted to a card form in School Maintenance Folder.                                       | OFM<br>OFM   | 1. District Maintenance Office<br>2. District Central Office    | 1 - 5 years<br>3 years  | Depending on research use.        |
| 13.   | LAUNDRY CHECKLIST<br>To verify return of mops, smocks, etc. sent to accounts payable after verification. Attached to voucher as part of pay batch in Accounting. | OFM<br>OPR   | 1. District Maintenance Office<br>2. District Accounting Office | 1 year<br>7 years   |                                   |
| 14.   | BOILER INSPECTION REPORT<br>Sent by Custodian to Maintenance monthly.  | OFM  | District Maintenance Office                                     | 6 months  | Internal Report only, if prepared |
| 15.   | VESSEL RECORD<br>To record inspection of boiler or hot water tanks by Insurance Company or Labor & Industries.   | OFM  | District Maintenance Office                                     | Until boiler is disposed of   |                                   |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |   | STATE ARCHIVIST   |                                   |
|  |  |  |   |  |                                   |

DUPLICATE

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 4 OF 4 PAGES           |                            |   |
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| SD-3                     | DISTRICT MAINTENANCE SERVICES   | MARCH 1976                               |                             |                            |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS   |
| 16.                      | FIRE EXTINGUISHER RECORD OF INSPECTION<br>Prepared by Fire Departments or private firms.  | OFM                                      | District Maintenance Office | Until superseded           |   |
| 17.                      | BUDGET REQUEST MEMOS<br>Sent by Maintenance to schools and returned by schools to Maintenance showing needs for buildings & grounds equipment and maintenance equipment. Used by Maintenance to build operating and capital budget. | OFM                                      | District Maintenance Office | 2 years                    | Budget back-up material   |
| 18.                      | PERSONNEL RECORDS   |  |                             |                            | Personnel records retention will be found in the personnel function schedule. See District Records Officer for copy of that schedule. |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                             | STATE ARCHIVIST            |   |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                             | <i>[Signature]</i>         |   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 4 PAGES   |  |                     |
|--------------------------|---|--|---|--|---------------------|
| SD-4                     | DISTRICT TRANSPORTATION SERVICES  | MARCH 1976                               |   |  |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS |
| 1.                       | BUS DRIVER PERSONNEL FOLDER<br>Consisting of the following:<br>a. Bus Driver Application Form<br>b. Employment Reference -- Employment reference letters or memo form<br>c. Bus Drivers Personnel Agreement<br>d. Employee Experience Card Summary of salary, dates of physical exams. X-rays, expiration date of driver certificate, name, dates of employment, etc. | OFM<br>OFM<br>OPR<br>OFM                 | a. District Trans. or Central Personnel Office<br>b. District Trans. or Central Personnel Office<br>c. 1) District Trans. or Central Personnel Office<br>2) Ass't Supt.<br>3) Drivers<br>d. District Trans. or Central Personnel Office | 7 years after termination of employment<br>"<br>7 years after termination of employment<br>Until termination<br>N/A<br>7 years after termination of employment |                     |
| 2.                       | GAS, OIL & DIESEL REPORTS FOR BUSES AND EQUIPMENT<br>Prepared by Transportation service staff at district garage. State computer report, F-188, prepared from this data. Shows Bus no., maintenance and service performed, etc.   | OFM                                      | District Trans. or Central Office   | 2 years  |                     |
| 3.                       | VEHICLE TROUBLE REPORT<br>Prepared by driver, daily for shop foreman to correct trouble. Shows Bus no., description of mechanical or other trouble, drivers signature   | OFM                                      | 1. District Trans. or Central Office<br>2. Trans. Shop Foreman  | 1. After correction of problem<br>2. Completion of work.   |                     |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |                     |
| <i>James R. ...</i>      |   | <i>Daniel Russell</i>                    |   | <i>Lilroy McAlister</i>  |                     |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050


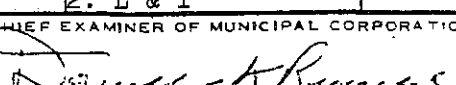
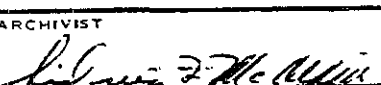
| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE  |  |  |
|--------------------------|--|--|---|--|--|
| SD-4                     | DISTRICT TRANSPORTATION SERVICES   | MARCH 1976                               | 2 OF 4 PAGES  |  |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION                                 | DISPOSITION/REMARKS  |
| 4.                       | DRIVER SIGN-IN SHEET<br>Check-in sheet for bus drivers. For Transportation Dispatch Office to insure arrival of all personnel scheduled for work, (not a time sheet.)                      | OFM<br>OFM                               | 1. District Trans. or Central Office<br>2. Dispatch                           | Date of preparation.<br>None                               |  |
| 5.                       | NOTICE OF IMPROPER STUDENT CONDUCT (on the bus)<br>Report of student improper conduct on bus. Shows bus route, time of incident, nature of incident, student(s) name(s).                   | OFM<br>OFM                               | 1. District Trans. or Central Office<br>2. School Principal                   | 1 year<br>1 year   | School copy may be filed in student records.   |
| 6.                       | DISTRICT VEHICLE REQUEST & ASSIGNMENT LOG<br>Summary of vehicle "Trip Ticket" showing date of request, nature of trip, destination mileage, requestor driver, time released, time returned | OFM                                      | 1. District Trans. or Central Office  | 1 year   |  |
| 7.                       | DISTRICT VEHICLE "TRIP TICKET" OR REQUEST<br>Same data as above.   | OFM                                      | 1. District Trans. or Central Office  | As soon as transferred to log                              |  |
| 8.                       | BUS SCHEDULE FOR ALL SCHOOLS & BUSES<br>Shows route, stops and time for each bus. Includes state approved route map.   | OFM<br>OFM<br>OFM<br>OFM                 | 1. District Trans. or Central Office<br>2. School<br>3. Driver<br>4. Students | 4 years<br>Until revised<br>Until revised<br>Until revised | Required minimum of three years as potential exhibit in any possible litigation including accidents. |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |   | <i>[Signature]</i>   |  |

SUPERSEDED

25

GAAS A

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE   | DATE   | PAGE 3 OF 4 PAGES   |   |  |
|---|---|--|---|---|--|
| SD-4  | DISTRICT TRANSPORTATION SERVICES  | MARCH 1976   |   |   |  |
| ITEM NO   | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION  | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS  |
| 9.  | EMPLOYEE TIME SHEET<br>Prepared by garage or shop personnel. Used for entries for labor portion of gas & oil report. Used for F-188 state report. Shows vehicle repaired description of work, time, employee performing work.                       | OFM  | District Trans. or Central Office                             | 2 years or until after audit  |  |
| 10.   | BUS TIME SHEETS<br>Used as payroll input for hourly bus drivers, data transferred to time cards, sent to Central Office for preparation of payroll. Shows bus route, time trip began, time trip ended, number of pupils carried, drivers signature. | OFM  | District Trans. or Central Office                             | 4 years   | Required minimum of three years as potential exhibit in any possible litigation involving motor vehicle accidents.   |
| 11.   | STATE SUPT. OF PUBLIC INSTRUCTION Reports, F-188, F-174, F-108.   | OFM  | 1. District Trans. or Central Office<br>2. SPI                | 3 years<br>3 years  |  |
| 12.   | PURCHASE ORDERS<br>Copies of invoices.  | OFM  | 1. District Trans.<br>2. Central Office<br>3. Purchasing Off. | 1 year<br>7 years<br>3 years  | If District, Central, Purchasing or Accounting does not maintain copy of PO/pay voucher for 7 years, Trans. copy would be considered OPR & retained 7 yrs. |
| 13.   | ACCIDENT REPORTS<br>Washington State Patrol   | OFM  | District Trans. or Central Office                             | 3 years   | OPR at Washington State Patrol.  |
| 14.   | SAFETY REPORT<br>L & I report sent to state twice a year.   | OFM  | 1. District Trans. or Central Office<br>2. L & I              | Until superceded  |  |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |   | STATE ARCHIVIST   |  |
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SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          |   | TITLE                                    |  |                            | DATE                | PAGE 4 OF 4 PAGES |
|--------------------------|---|--|--|----------------------------|---------------------|-------------------|
| SD-4                     |   | DISTRICT TRANSPORTATION SERVICES         |  |                            | MARCH 1976          |                   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                                   | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |                   |
| 15.                      | SAFETY REGULATIONS OR PROCEDURES AND SCHOOL SAFETY POLICIES                             | OFM                                      | 1. District Trans.                             | Until superceded           |                     |                   |
| 16.                      | TRANSPORTATION CONTRACTED SERVICE For school busing, contract and supporting documents. | OFM<br>OPR                               | 1. District Trans.<br>2. Central Acctg. Office | 4 years<br>7 years         |                     |                   |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  |                            | STATE ARCHIVIST     |                   |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |  |                            | <i>[Signature]</i>  |                   |

**SUPERSEDED**



WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER | TITLE  | DATE           | PAGE                          |                             |   |
|-----------------|--|----------------|-------------------------------|-----------------------------|---|
| SD-5            | ATHLETICS/RECREATION   | Rev. FEB. 1977 | PAGE 1 OF 2 PAGES             |                             |   |
| ITEM NO         | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS          | DISTRIBUTION                  | RETENTION                   | DISPOSITION/REMARKS   |
| 1.              | REGISTRATION FORMS FOR VARIOUS RECREATION ACTIVITIES<br>Softball, baseball, swimming, gymnastics, etc.   | OFM            | 1. Athletic/Recreation Office | 1 year                      |   |
|                 |  | OFM            | 2. Central Acctg. Office      | Until after audit           |   |
| 2.              | SUMMER RECREATION REGISTRATION FORMS<br>Record of registration which may be contained within a brochure or informational booklet in certain instances.                                       | OFM            | 1. Ath./Rec. Office           | 1 year*                     | *1 year or until after audit for registration forms only. Booklets, brochures and pamphlets are non-record materials. |
|                 |  | OFM            | 2. Central Acctg. Office      | Until after audit           |   |
| 3.              | SCORE SHEETS<br>Baseball, softball, etc.   | OFM            | 1. Ath./Rec. Office           | 1 year                      | Or until recorded, if summarized.   |
|                 |  | OFM            | 2. Central Acctg. Office      |                             |   |
| 4.              | RECREATION OFFICE TIME RECORD<br>card or sheet, payroll input of employee time which goes to data processing or accounting office.   | OFM            | Ath./Rec. Office              | 3 years                     | Or until data transferred to work sheet.  |
| 5.              | RECREATION DEPARTMENT RECONCILIATION SHEETS<br>Amount of currency or checks received, tickets sold, receipts, registration issued, recap of tickets, total, & signature of program director. | OFM*           | Central Acctg. Off            | 1 year or until after audit | *May be OPR if Central Office does not have receipt.  |

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER  | TITLE                                | DATE                                     | PAGE 2 OF 2 PAGES  |  |                     |
|--|--------------------------------------|--|--|--|---------------------|
| SD-5   | ATHLETICS/RECREATION                 | Rev. FEB. 1977                           |  |  |                     |
| ITEM NO.   | RECORDS SERIES TITLE AND DESCRIPTION | CLASS                                    | DISTRIBUTION   | RETENTION                                    | DISPOSITION/REMARKS |
| 6.   | REQUEST FOR RECREATION FACILITIES    | OFM                                      | 1. Central Acctg. Office<br>2. Facility Manager<br>3. Ath./Rec. Office<br>4. Requestor | Until after audit<br>1 year<br>1 year<br>N/A |                     |
| 7.   | ROSTERS FOR RECREATION TEAMS         | OFM                                      | Ath./Rec. Office   | Until end of season                          |                     |
| <div style="font-size: 4em; color: red; opacity: 0.5; font-weight: bold;">SUPERSEDED</div> |                                      |  |  |  |                     |
| FOR THE ATTORNEY GENERAL   |                                      | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST                              |                     |
| <i>[Signature]</i>   |                                      | <i>[Signature]</i>                       |  | <i>[Signature]</i>                           |                     |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE   | DATE  | PAGE 1 OF 4 PAGES  |  |  |
|---|---|---|--|--|--|
| SD-6a   | DISTRICT ACCOUNTING SERVICES - ACCOUNTS PAYABLE   | MARCH 1976  |  |  |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS   | DISTRIBUTION   | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS                    |
| 1.  | <p>ALL VOUCHER FORMS USED AS CLAIMS AND SUPPORTING INVOICES, BATCHED.</p> <p>a) TRAVEL, CONVENTION OR MEETING CLAIM. Name of claimant, organization, purpose of meeting, proposed itinerary, ETA, authorization claim for lodging, transport, food and registration.</p> <p>b) MILEAGE CLAIM for private car usage, prepared by traveler, from-to dates, purpose of trip, miles traveled, claim amount, signatures.</p> <p>c) MILEAGE CLAIM, REGULAR ROUTE. For use by school nurses, others who travel regular routes. Entries similar to b above.</p> <p>d) EXPENSE CLAIM FOR MEETINGS, excluding travel, itemized expenses, dates, purpose of meeting, location, attendees, amount of claim.</p> <p>e) TRAVEL ADVANCE REQUEST AND CLAIM FORM. Name of applicant, destination, purpose of trip, amount requested, date, approval, check number, budget account number, total trip cost, added amount due, unexpended amount returned.</p> | <p>OPR</p> <p>N/A</p> <p>OFM</p> <p>OFM</p>                               | <p>1. District Accounting Office (Hereafter referred to as Accounting)</p> <p>2. Vendor</p> <p>3. Office requesting and receiving services or goods.</p> <p>4. Accounting suspense copies, if any.</p> | <p>- 7 Years</p> <p>N/A</p> <p>Until after audit</p> <p>Agency Option (Less than 1 year)</p> | <p>Applies to Items 1a through 1g.</p> |
| <p>FOR THE ATTORNEY GENERAL</p> <p><i>[Signature]</i></p> |   | <p>CHIEF EXAMINER OF MUNICIPAL CORPORATIONS</p> <p><i>[Signature]</i></p> |  | <p>STATE ARCHIVIST</p> <p><i>[Signature]</i></p>   |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER<br>SD-6a |   | TITLE<br>DISTRICT ACCOUNTING SERVICES - ACCOUNTS PAYABLE |              |                            | DATE<br>MARCH 1976   | PAGE 2 OF 4 PAGES |
|--------------------------|---|--|--------------|----------------------------|--|-------------------|
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS  |                   |
|                          | f) GENERAL FUND CLAIM VOUCHER FORM. Contains: Vendor name and address, vendor invoice number, Purchase Order number, quantity, unit, item description, price, total price, approvals, accounting code entries and warrant number, including food services claim form containing same entries. |  |              |                            |  |                   |
|                          | g) REVOLVING FUND PAYMENT VOUCHER. Used by schools and sent to Accounting, shows to whom paid, budget accounts number, attached to claim form to reimburse them for minor purchases.  |  |              |                            |  |                   |
|                          | h) BUILDING FUND CLAIM FORM. Same entries as f) above. Authority to pay.  | OPR  | Accounting   | 7 Years                    | Except for major construction vouchers and support data which should be maintained for life of building. |                   |
| 2.                       | APPLICATION FOR DUPLICATE INSTRUMENT AFFIDAVIT AND BOND. Authority to issue duplicate check or warrant in case of loss. Notarized oath that original warrant was lost and requesting a replacement.   | OPR  | Accounting   | 7 Years                    |  |                   |

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 3 OF 4 PAGES                     |  |   |
|--------------------------|---|--|---------------------------------------|--|---|
| SD-6a                    | DISTRICT ACCOUNTING SERVICES - ACCOUNTS PAYABLE   | MARCH 1976                               |                                       |  |   |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                          | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS   |
| 3.                       | SUBSTITUTE PACKING SLIP. Prepared in instances when no packing slip was received with product, showing item description, quantity, serial numbers, date received, Purchase Order number, person and office receiving product. Filed with Accounting copy of Purchase Order. | OFM                                      | Accounting                            | 7 Years  | (Until after audit) if not filed with OPR copy of Purchase Order.   |
| 4.                       | COPY MACHINE READING. Auditron meter reading report for copy machine, sent to using office and returned for internal billing purposes.  | OFM                                      | Accounting                            | 1 Year   |   |
| 5.                       | OVER 90 DAY TRACER. Sent to vendor to track Purchase Order items which are overdue. Shows item, quantity, vendor, vendor response.  | OFM                                      | 1. Accounting<br>2. Requesting Office | As soon as merchandise is received<br>Advisory only, dispose of at office option | Unless filed with Purchase Order or voucher, in which case retention would be 7 years unless the file was purged. |
| 6.                       | ACCOUNTS PAYABLE CONTROL. Lists invoice totals, taxes, etc. Used to balance against computer generated warrant register.  | OFM                                      | Accounting                            | Until end of Fiscal Year   |   |
| 7.                       | BUDGET ACCOUNT CODE MEMO. Advice to any district office that a requisition was incorrectly coded or that an Account Code was changed and to adjust records accordingly.   | OFM                                      | Receiving Office                      | Until Requisition Account Code is changed or Account Code revised                |   |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                       | STATE ARCHIVIST  |   |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                                       | <i>[Signature]</i>   |   |

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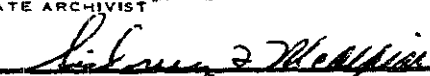
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER         | TITLE   | DATE                                     | PAGE  |                                      |  |
|-------------------------|---|--|---|--------------------------------------|--|
| SD-6a                   | DISTRICT ACCOUNTING SERVICES - ACCOUNTS PAYABLE   | MARCH 1976                               | 4 OF 4 PAGES                                    |                                      |  |
| ITEM NO.                | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                                    | MINIMUM APPROVED RETENTION           | DISPOSITION/REMARKS  |
| 8.                      | COMPLETION OF PUBLIC WORKS CONTRACT MEMO. Used to notify of any company that board accepts contract work as completed and payable except for 10% until RCW 60.28 releases are sent, approved and returned by Dept of Labor & Industries and County Auditor. | OFM                                      | Contracting Agency                              | Not retained                         | Associated correspondence retained with contract documents.                                    |
| 9.                      | CONSULTANT CONTRACT. Personal Services Contract form, name of contractor, dates, specific services.   | OPR                                      | 1. Accounting                                   | 7 Years after completion of contract |  |
|                         |   | OFM                                      | 2. District office for which work was performed | Until expiration of contract         |  |
| 10.                     | PURCHASE ORDERS AND/OR PURCHASE REQUISITIONS used as pay documents.   | OPR                                      | 1. Accounting                                   | 7 Years                              |  |
|                         |   |  | 2. Purchasing                                   | 3 Years                              |  |
| 11.                     | WARRANT REGISTERS.  | OPR                                      | 1. Accounting                                   | 7 Years                              | Any secondary copies generated for informational purposes can be disposed of at agency option. |
| FOUR - ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST                      |  |
| <i>[Signature]</i>      |   | <i>[Signature]</i>                       |   | <i>[Signature]</i>                   |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 1 OF 2 PAGES                                    |   |   |
|---|--|--|--|---|---|
| SD-6b   | DISTRICT ACCOUNTING SERVICES - GENERAL   | MARCH 1976   |  |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION   | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS   |
| 1.  | EQUIPMENT INVENTORY CHANGE FORMS. Input forms to computer to update equipment inventory. Shows date of purchase, item, Purchase Order number, quantity, unit cost.   | OFM  | 1. Accounting<br>2. Data Processing<br>3. School     | Destroy when Copy #2 is returned<br>3 Years or until verified<br>1 Year               |   |
| 2.  | RECORDS OF UNAVOIDABLE ABSENCE. Exceeding 5 days. Obsolete form used when state paid on attendance. Shows student name, student number, dates of departure, dates of return, reason for absence. Used by Accounting for purposes of reporting attendance to SPI for State Aid. | OFM  | School   | Immediate disposal  | Obsolete.   |
| 3.  | REPORT OF STUDENTS CLASSIFIED AS PART TIME. Used once a year to gather data for September enrollment report to SPI, shows student name, number, full time equivalency.   | OFM  | 1. Accounting<br>2. School (if second copy prepared) | Until after audit<br>Until after audit  |   |
| 4.  | CLASSROOM COUNT REPORT. Also used to gather data for enrollment report to SPI by teacher, grade, class.  | OFM  | 1. Accounting<br>2. School (if second copy prepared) | 3 Years or after audit<br>1 Year  | Possibly done by School, Superintendent's Office, or Data Processing. |
| 5.  | LONG DISTANCE CALL RECORD. Accompanies long distance toll charge detail to offices to verify billings, accounts receivable record.   | OFM  | Accounting   | 1 Year  | 7 Years if filed with voucher, unless purged.                         |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |  | STATE ARCHIVIST   |   |
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE                                  | DATE                                     | PAGE 2 OF 2 PAGES |                            |                     |
|--------------------------|--|--|-------------------|----------------------------|---------------------|
| SD-6b                    | DISTRICT ACCOUNTING SERVICES - GENERAL | MARCH 1976                               |                   |                            |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION      | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 6.                       | STATE AUDITORS REPORT.                 | OFM                                      | Accounting        | 5 Years                    |                     |
| 7.                       | GENERAL LEDGERS                        | OPR                                      | Accounting        | 7 Years                    |                     |
|                          | a) Journals                            |  |                   |                            |                     |
|                          | 1. Accounts Receivable (Revenue)       |  |                   |                            |                     |
|                          | 2. Cash                                |  |                   |                            |                     |
|                          | 3. Payroll                             |  |                   |                            |                     |
|                          | 4. Balance Sheet                       |  |                   |                            |                     |
|                          | b) Subsidiary Ledgers                  |  |                   |                            |                     |
|                          | 1. Accounts Receivable (Revenue)       |  |                   |                            |                     |
|                          | 2. Cash                                |  |                   |                            |                     |
|                          | 3. Disbursement (Expenditures)         |  |                   |                            |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                   | STATE ARCHIVIST            |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                   | <i>[Signature]</i>         |                     |

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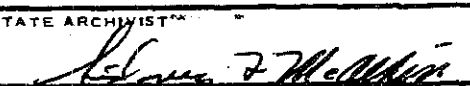
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 2 PAGES |                                  |   |
|--------------------------|--|--|-------------------|----------------------------------|---|
| SD-6b                    | DISTRICT ACCOUNTING SERVICES - GENERAL   | MARCH 1976                               |                   |                                  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION      | RETENTION                        | DISPOSITION/REMARKS   |
| 6.                       | STATE AUDITORS REPORT  | OFM                                      | Accounting        | 5 years                          |   |
| 7.                       | **GENERAL LEDGER<br>Includes all ledger accounting required by the Superintendent of Public Instruction as per Accounting Manual - PART III-1 Revised 2-77 | OPR                                      | Accounting        | 7 years<br><br>Until after audit | (If not computerized)<br><br>(These are working papers for computerized reports. Computer reports should be kept 7 years see Schedule SD-17K) |
| SUPERSEDED               |  |  |                   |                                  |   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                   | STATE ARCHIVIST                  |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                   | <i>[Signature]</i>               |   |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 1 OF 3 PAGES |  |   |
|---|--|--|-------------------|--|---|
| SD-6c   | DISTRICT ACCOUNTING SERVICES - FEDERAL & SPECIAL PROGRAMS  | APRIL 1976   |                   |  |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION      | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS   |
| 1.  | Documents supporting claims for Federal grants for construction of minimum school facilities in areas affected by Federal Activities under <u>Public Law 81-815</u> .  | OPR  | District Acctg.   | Until 5 yrs. after date of final payment under the application involved.                                 | NOTE: All records relating to Federal Program Grants, wherein a claim has been questioned shall be further retained until necessary adjustments have been reviewed and cleared. |
| 2.  | Documents supporting claims for Federal grants covering current expenditures in areas affected by Federal activities under <u>Public Law 81-874</u> .  | OPR  | District Acctg.   | Until completion of Fiscal audit.  | Or 3 years following fiscal year to which claim relates, whichever is sooner.   |
| 3.  | Records supporting claims or relating to accountability for expenditures of Federal Grants and matching funds for instruction in science, math, history, civics, etc. Provided under the National Defense Education Act <u>NDEA, Title III</u> . | OPR  | District Acctg.   | 3 years after close of Fiscal year in which expenditure was made.  | Or until notification of completion of federal audit, whichever is the latest.  |
| 4.  | Records supporting accountability for nonconsumable equipment purchased under <u>NDEA Title III</u> .  | OPR  | District Acctg.   | Until notification of completion of review and Federal Audit covering the disposition of such equipment. |   |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                   | STATE ARCHIVIST  |   |
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER<br>SD-6c |   | TITLE<br>DISTRICT ACCOUNTING SERVICES - FEDERAL & SPECIAL PROGRAMS |                 |  | DATE<br>APRIL 1976  | PAGE 2 OF 3 PAGES |
|--------------------------|---|--|-----------------|--|---|-------------------|
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION    | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS   |                   |
| 5.                       | Records supporting claims for Federal grants for guidance and counseling and testing programs under <u>NDEA Title V.</u>  | OPR  | District Acctg. | 3 years after close of fiscal year in which the expenditure was made.                                    | Or until notified that the fiscal audit is completed, whichever is the latest.  |                   |
| 6.                       | Records supporting accountability for <u>nonconsumable equipment</u> purchased under <u>NDEA Title V.</u>   | OPR  | District Acctg. | Until notification of the completion of the review and audit covering the disposition of such equipment. |   |                   |
| 7.                       | Records supporting claims for Federal grants or relating to the accountability for expenditures for financial assistance for the education of children of lower income families pursuant to <u>Title I of the Elementary and Secondary Education Act, ESEA.</u> | OPR  | District Acctg. | 5 years after close of fiscal yr. in which expenditure was made.   | Or until notification that such records are not needed for administrative review, whichever is the earliest.  |                   |
| 8.                       | Records supporting claims for federal funds or relating to the accountability of expenditures for library resources, textbooks and instructional materials under <u>ESEA, Title II.</u>   | OPR  | District Acctg. | 3 yrs. after close of fiscal yr. in which the expenditure was made.                                      | Or until notified that the records are not needed for administrative review or until notified of the completion of the fiscal audit, whichever is the latest. |                   |

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FOR THE ATTORNEY GENERAL  
*[Signature]*

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS  
*[Signature]*

STATE ARCHIVIST  
*[Signature]*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-090

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 3 OF 3 PAGES |  |                     |
|--------------------------|---|--|-------------------|--|---------------------|
| SD-6c                    | DISTRICT ACCOUNTING SERVICES - FEDERAL & SPECIAL PROGRAMS   | APRIL 1976                               |                   |  |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION      | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS |
| 9.                       | Inventories and other records supporting accountability for library resources, textbooks or other printed and published instructional materials.  | OFM                                      | District Acctg.   | For the useful life of each item.  |                     |
| 10.                      | Records supporting claims for federal grants or relating to the accountability for expenditures of funds, granted under <u>ESEA Title III</u> , for financial assistance of educational centers and services. | OPR                                      | District Acctg.   | 5 yrs. after close of fiscal yr. in which expenditure was made.            |                     |
| 11.                      | Inventories of equipment acquired with funds under <u>ESEA Title III</u> .  | OFM                                      | District Acctg.   | 3 yrs. following the period for which inventories are required to be made. |                     |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                   | STATE ARCHIVIST  |                     |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                   | <i>[Signature]</i>   |                     |

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**WASHINGTON STATE SCHOOL DISTRICT  
GENERAL RECORDS RETENTION SCHEDULE**  
REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 2 PAGES                              |   |  |
|--------------------------|---|--|--|---|--|
| SD-6d                    | DISTRICT ACCOUNTING SERVICES - ACCOUNTS RECEIVABLE  | MARCH 1976                               |  |   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                                   | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS  |
| 1.                       | CASH RECEIPTS TRANSMITTAL FORMS. Log Sheet showing monies received and source, e.g., state, federal, local, and what fund they should be credited to.   | OFM<br>OPR                               | 1. Accounting<br>2. County Treasurer           | Until after audit<br>7 Years  |  |
| 2.                       | MONTHLY TRANSMITTAL OF DISTRICT RECEIPTS. Form transmitting monies from schools to district, shows source of funds, e.g., fees, fines, sales, etc.  | OFM<br>OFM                               | 1. Accounting<br>2. School or Lunch Room       | 3 Years or until after audit<br>Until after audit                   |  |
| 3.                       | DISTRICT INVOICE. Used to invoice customers for services rendered by the district. Shows description of item or services, amount due.   | OPR<br>OFM                               | 1. Accounting<br>2. Other copies               | 7 Years<br>Until after audit  |  |
| 4.                       | TRIAL BALANCES. Monthly reports of of fund balances for each school, prepared by school, sent to Accounting, shows total of receipts by fund and expenditures by fund and monthly balance. Used for internal audit. | OFM<br>OFM                               | 1. Accounting<br>2. School, if copy maintained | 3 Years or until after internal audit<br>Until after internal audit | *This function has been transferred to the Associated Student Body and is being phased out of the accounting section. (See SD-15 Item #7)  |
| 5.                       | ELEMENTARY SCHOOL MONTHLY STUDENT ACTIVITY ACCOUNT. Prepared monthly by school showing status of student activity accounts. Used for internal audit.  | OFM<br>OFM                               | 1. Accounting<br>2. School, if copy maintained | 3 Years or until after internal audit<br>Until after audit          | *This function has been transferred to the Associated Student Body and is being phased out of the accounting section. (See SD-15 Item #10) |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST   |  |
|                          |   |  |  |   |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER<br>SD-6d |   | TITLE<br>DISTRICT ACCOUNTING SERVICES - ACCOUNTS RECEIVABLE |                                      |                                    | DATE<br>MARCH 1976  | PAGE 2 OF 2 PAGES |
|--------------------------|---|---|--------------------------------------|------------------------------------|---------------------|-------------------|
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS   | DISTRIBUTION                         | MINIMUM APPROVED RETENTION         | DISPOSITION/REMARKS |                   |
| 6.                       | AUTHORIZATION FOR USE OF SCHOOL FACILITIES. Shows requests, purpose, date of request, date of use, number of persons attending, requirement. Used for billing purposes. | OFM<br>OFM  | 1. Accounting<br>2. Custodian        | 2 Years<br>Until facility prepared |                     |                   |
| 7.                       | MONTHLY REPORT OF BUILDING USAGE. Use, purpose, type of facility.   | OFM   | Accounting                           | 1 Year                             |                     |                   |
| 8.                       | RECEIPT BOOKS. For any monies.  | OPR   | Accounting                           | 7 Years                            |                     |                   |
| 9.                       | COUNTY TREASURER FINANCIAL REPORTS. (Monthly)   | OFM<br>OPR  | 1. Accounting<br>2. County Treasurer | 3 Years<br>7 Years                 |                     |                   |
| 10.                      | STATE APPORTIONMENT (Monthly). Report of State funding or State apportionment records (monthly).  | OPR   | Accounting                           | 7 Years                            |                     |                   |

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BY THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER<br>SD-6e |                                      | TITLE<br>DISTRICT ACCOUNTING SERVICES - BANKING |              |                    | DATE<br>Rev. FEB. 1977   | PAGE 1 OF 1 PAGES |
|--------------------------|--------------------------------------|---|--------------|--------------------|--|-------------------|
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION | CLASS   | DISTRIBUTION | RETENTION          | DISPOSITION/REMARKS  |                   |
| 1.                       | CANCELED CHECKS                      | OPR   | Accounting   | 7 years            |  |                   |
| 2.                       | CHECK REGISTER                       | OPR   | Accounting   | 7 years            |  |                   |
| 3.                       | CHECK STUBS                          | OFM   | Accounting   | Until after audit* | *If no Check Register is compiled, the Check Stubs must be retained for 7 years. |                   |
| 4.                       | DEPOSIT SLIPS                        | OFM   | Accounting   | Until after audit  |  |                   |
| 5.                       | BANK STATEMENTS                      | OFM   | Accounting   | Until after audit  |  |                   |
|                          |                                      |   |              |                    |  |                   |
|                          |                                      |   |              |                    |  |                   |


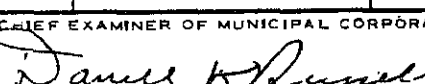

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE   | DATE   | PAGE 1 OF 5 PAGES         |  |  |
|---|---|--|---------------------------|--|--|
| SD-7a   | DISTRICT PERSONNEL SERVICES - GENERAL   | MARCH 1976   |                           |  |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION              | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS  |
| 1.  | EMPLOYEE PERSONNEL FILE. File folders usually consisting of some of the forms cited in other parts of this Schedule, i.e., application, correspondence, credential file (destroyed when employed), letters of commendation, transcripts, history card, pay and leave history card, (may be transferred to Personnel from Payroll upon termination of employment), work performance, evaluation forms. | OFM  | District Personnel Office | 7 Years after termination of employment  | 7 years after termination of employment except as otherwise specified for specific forms |
| 2.  | EMPLOYMENT EVALUATION INTERVIEW FORMS. Evaluation checklists and questionnaires used for personal interviews between applicants and staff. May show name of applicant, position considered for, location, narrative evaluation, date of interview.  | OFM  | District Personnel Office | 2 Years  |  |
| 3.  | EQUAL OPPORTUNITY EMPLOYMENT INQUIRY FORMS. Used in lieu of asking racial/sexual, etc., information on application form. #2 used to replace first in personal file in order to gather data for federal reports.   | OFM  | District Personnel Office | Original - 2 Years or until applicant is hired, then superseded with #2, retained for duration of employee file. |  |
| THE ATTORNEY GENERAL<br> |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br> |                           | STATE ARCHIVIST<br>         |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER                                     | TITLE   | DATE  | PAGE 2 OF 5 PAGES  |  |                                    |
|---|---|---|--|--|------------------------------------|
| SD-7a   | DISTRICT PERSONNEL SERVICES - GENERAL   | MARCH 1976  |  |  |                                    |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS   | DISTRIBUTION   | MINIMUM APPROVED RETENTION                   | DISPOSITION/REMARKS                |
| 4.  | WORK PERFORMANCE EVALUATIONS. Used as a checklist by supervisors for evaluating employee work, quality, work habits, interests, etc.  | OFM   | 1. District Personnel Office<br>2. Employee<br>3. Supervisor | While employed<br>N/A<br>1 Year              |                                    |
| 5.  | EMPLOYMENT REQUISITION. Prepared by location or office where job is opened, goes to budget which approves hiring, then goes to Personnel for referral purposes, contains position specifications, special requirements, action and approval blocks, used by Personnel to select and refer qualified applicants. | OFM   | District Personnel Office                                    | 2 Years                                      |                                    |
| 6.  | REFERRAL/RECOMMENDATION DOCUMENT. List of qualified applicants by Personnel referred to requesting office and that office's recommendations in return.  | OFM   | District Personnel Office                                    | 2 Years                                      |                                    |
| 7.  | REQUEST FOR INTRA-DISTRICT TRANSFER. Lists position requested, (subject, level, etc., for teachers), job title, location, summary justification, resume' and training, qualification, present assignment.   | OFM   | District Personnel Office                                    | 1 Year                                       |                                    |
| 8.  | LETTERS OF RESIGNATION  | OFM   | District Personnel Office                                    | 7 Years                                      | Filed in individual personnel file |
| FOR THE ATTORNEY GENERAL<br><i>James K. Russell</i> |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>James K. Russell</i> |  | STATE ARCHIVIST<br><i>Richard D. McQueen</i> |                                    |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE   |   |  |
|--------------------------|---|--|--|---|--|
| SD-7a                    | DISTRICT PERSONNEL SERVICES - GENERAL   | MARCH 1976                               | 3 OF 5 PAGES   |   |  |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION   | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS  |
| 9.                       | PERSONNEL ACTION REQUEST and/or AUTHORIZATION FORM. Prepared by department, school, individual, and sent to Personnel to initiate change, i.e., change in job, location, position, termination, resignation, etc. Shows name of employee, present status including job title, school/department, days, rate of pay, first and last days worked, reason for action. From this a Personnel Action Authorization is issued by Personnel to notify Payroll, requesting office and employee of action taken by the Board of Directors. (May be part of same form particularly in case of computerized record system) | OFM                                      | 1. District Personnel Office<br>2. Requesting Office<br>3. District Payroll Office | Until termination of employment<br>Until superseded<br>Until superseded | If pay history card is kept, otherwise 7 years after termination of employment |
| 10.                      | EMPLOYEE HISTORY CARD. Provides a summary of employment, shows name of employee, certificate number, if teacher, date service began, degree(s) issued, issuing institutions, retirement number, social security number, birthdate, teaching certificates, issue and expiration dates, health certificates and dates thereof, places and dates of teaching employment, experience, salaries, special assignments, subjects taken, credits  | OFM                                      | District Personnel Office  | 7 Years after termination   |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST   |  |
| <i>James K. Thorne</i>   |   | <i>Daniel K. Rensen</i>                  |  | <i>Richard F. McAllister</i>  |  |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 4 OF 5 PAGES   |   |  |
|--------------------------|---|--|---|---|--|
| SD-7a                    | DISTRICT PERSONNEL SERVICES - GENERAL   | MARCH 1976                               |   |   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS  |
| 10.                      | EMPLOYEE HISTORY CARD (Continued) and dates. Usually kept for certificated staff only, may contain some of same data as payroll history card if such is kept separately for Payroll.  | OFM                                      | District Personnel Office                                   | 7 Years after termination   |  |
| 11.                      | ABSENCE RECORD. Summary of absences by type, date, etc.   | OFM                                      | District Personnel Office                                   | 7 Years   |  |
| 12.                      | SCHOOL EMPLOYEE HEALTH CERTIFICATE. Received from County Health Department as evidence that employee has passed T.B. exam. Shows employee name, X-Ray number, address and occupation  | OPR<br>OFM                               | 1. District Personnel Office<br>2. County Health Department | 7 Years after termination of employment or until superseded or re-employed elsewhere within 7 years<br>5 Years unless test is positive, then filed in patient chart | Filed in individual personnel folder. After termination may be transferred to gaining district if employee transfers of termination elsewhere within 7 years |
| 13.                      | REQUEST FOR PUBLIC RECORD. I-276 compliance form for personnel and all other information requests. Lists information desired, purpose, whether for reading or copying, name and signature of requestor, and organization represented. | OFM                                      | District Personnel Office                                   | 1 Year  | May be filed with Assistant Superintendent   |
| 14.                      | FORMER EMPLOYEES QUESTIONNAIRE. Suggestion box type of form, routed to management.  | OFM                                      | District Personnel  | 1 Year  |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST   |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |   | <i>[Signature]</i>  |  |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER                                | TITLE   | DATE   | PAGE 5 OF 5 PAGES   |   |                     |
|--|---|--|---|---|---------------------|
| SD-7a  | DISTRICT PERSONNEL SERVICES - GENERAL   | MARCH 1976   |   |   |                     |
| ITEM NO.                                       | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION  | MINIMUM APPROVED RETENTION                          | DISPOSITION/REMARKS |
| 15.  | AUTHORITY TO WITHHOLD PAYROLL WARRANT. Prepared by authorizing department sent to Central Office as instruction and authority to withhold paycheck due to employees for failure to turn in keys, no X-Ray, etc. Lists employee name, location, reason for withholding, who holds warrant, name of person releasing warrant and date, originating office, signature of requesting officer and releasing officer. | OFM<br><br>OFM   | 1. District Personnel Office<br>2. Central Office<br>3. Requesting Department | 1 School Year<br><br>1 School Year<br>1 School Year |                     |
| FOR THE ATTORNEY GENERAL<br><i>[Signature]</i> |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>[Signature]</i> |   | STATE ARCHIVIST<br><i>[Signature]</i>               |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE                                   |   |   |
|--------------------------|---|--|--|---|---|
| SD-7b                    | DISTRICT PERSONNEL SERVICES - CERTIFIED EMPLOYEES   | MARCH 1976                               | 1 OF 3 PAGES                           |   |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                           | MINIMUM APPROVED RETENTION                                      | DISPOSITION/REMARKS   |
| 1.                       | APPLICATION FOR EMPLOYMENT (TEACHING POSITIONS) Form listing name of applicant, address, professional information, previous employment, education, references, certificates submitted to Personnel Office by applicant. | OFM                                      | District Personnel Office              | Hired - 7 Years<br>Nonhired - 2 Years                           | If no continuance requested. Filed in employees personnel folder. Section 1602.40. EEOC |
| 2.                       | LETTER REQUESTING APPLICATION. For employment and correspondence related thereto.   | OFM                                      | 1. District Personnel Office           | Kept in applicant's file for life of file                       | Hired - Termination plus 7 Years<br>Non-hired - 2 Years unless continued.               |
| 3.                       | Credential Files  | N/A                                      | 2. Applicant                           | N/A   |   |
|                          |   | OPR                                      | 1. District Personnel Office           | Returned to college or destroyed upon instructions from college |   |
|                          |   | N/A                                      | College or University Placement Office | N/A   |   |
| 4.                       | LETTERS OF RECOMMENDATION or Evaluation Documents sent from previous employers.   | OFM                                      | District Personnel Office              | Filed in applicant's file for life of file.                     | Hired - Termination plus 7 Years<br>Non-hired - 2 Years unless certified.               |
| 5.                       | CERTIFIED EMPLOYEES CONTRACTS. Constitutes agreement between school district, board of directors and employees for performance of teaching services. Contains salary data, signatures of board secretary,               |  |  |   |   |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST   |   |
| <i>James H. Han</i>      |   | <i>Daniel R. Rame</i>                    |  | <i>Neil W. McAllister</i>                                       |   |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 3 PAGES                     |   |                     |
|--------------------------|--|--|---------------------------------------|---|---------------------|
| SD-7b                    | DISTRICT PERSONNEL SERVICES - CERTIFIED EMPLOYEES  | MARCH 1976                               |                                       |   |                     |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                          | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS |
| 5.                       | CERTIFIED EMPLOYEES CONTRACTS (Contd)<br>superintendent of ESD and employee.<br>May be three classes of contracts:<br>1. Regular contract - as described above.<br>2. Special assignments contract - for work over and above teaching duty such as coaching, music, drama, etc.<br>3. Non-continuing - 1 year contract for someone who replaces an employee on leave of absence.   | 1st Original                             | OPR District Personnel Office         | 7 Years   |                     |
|                          |  | 2nd Original Copy                        | N/A Employee<br><del>OPM E.S.D.</del> | N/A<br>1 Year   |                     |
| 6.                       | PROFESSIONAL CREDIT APPLICATION.<br>Application for professional credit for studies not bearing college credit. Contains outline of request, description of study, place, date, duration of study - report of completion, approval lines for district, professional credit committee, credits recommended and granted, signature of superintendent. Prepared by employee, turned in to committee for evaluation, then to Personnel Office. | 1. District Personnel Office             | OPR                                   | 7 Years after termination of employment   |                     |
|                          |  | 2. District Personnel Office             | OPM                                   | Retained until original is returned by employee with instructor's signature showing course completion |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                       | STATE ARCHIVIST   |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                                       | <i>[Signature]</i>  |                     |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-090

| SCHEDULE NUMBER            | TITLE   | DATE                                     | PAGE                      |  |  |
|----------------------------|---|--|---------------------------|--|--|
| SD-7b                      | DISTRICT PERSONNEL SERVICES - CERTIFIED EMPLOYEES   | MARCH 1976                               | 3 OF 3 PAGES              |  |  |
| ITEM NO.                   | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION              | MINIMUM APPROVED RETENTION                                 | DISPOSITION/REMARKS  |
| 7.                         | APPLICATION FOR LEAVE. For vacation, study, etc. Lists name of employee, job title, location, reason for leave, description of use of leave time, signature block for applicant, administrator, date, board action.                     | OFM                                      | District Personnel Office | Retain until after termination of employment               |  |
| 8.                         | EMERGENCY PERSONNEL LEAVE AND OTHER PURPOSES. Shows name of employee, school, dates of absence, explanation of emergency. Signature of employee taking emergency leave, signature of unit administrator. Prepared after leave is taken. | OFM                                      | District Personnel Office | 1 Year   | Provided leave history is kept for districts where cumulative is given |
| 9.                         | APPLICATION FOR SABBATICAL LEAVE. Lists name of requestor, assignment, dates of request of leave, reason for leave, years of teaching, degrees, narrative of leave plans is attached, signature blocks.                                 | OFM                                      | District Personnel Office | Approved - 1 Year after termination<br>Unapproved - 1 Year |  |
| FOR THE ATTORNEY GENERAL   |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                           | STATE ARCHIVIST  |  |
| <i>Daniel K. Rasmussen</i> |   | <i>Daniel K. Rasmussen</i>               |                           | <i>Richard F. McAlpin</i>                                  |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER                                | TITLE   | DATE   | PAGE 1 OF 1 PAGES                                   |   |   |
|--|---|--|---|---|---|
| SD-7c  | DISTRICT PERSONNEL SERVICES - CLASSIFIED EMPLOYEES  | MARCH 1976   |   |   |   |
| ITEM NO.                                       | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION  | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS   |
| 1.   | APPLICATION FORM. Lists applicant name, address, previous employers, education, personal data, birthdate, references, qualifications, skills, list of licenses, credentials, etc. | OFM  | District Personnel                                  | 1. Nonhired - 2 Years<br>2. Hired - 7 Years after termination of employment | May be filed in Employees' Personnel Folder   |
| 2.   | CLASSIFIED EMPLOYEES "CONTRACT". Consideration notification, notes, date of board action, position filled, location, step and class; vacation days, base pay, total salary.       | OFM<br>N/A   | 1. District Personnel Office<br>Employee            | 1 Year or until superseded<br>N/A   | May be used in lieu of Employee Change Notice<br>Provided history card retains pertinent data |
| 3.   | APPLICATION FOR LEAVE   | OFM<br>N/A   | 1. District Personnel Office or Payroll<br>Employee | Until after audit<br>N/A  |   |
| FOR THE ATTORNEY GENERAL<br><i>[Signature]</i> |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>[Signature]</i> |   | STATE ARCHIVIST<br><i>[Signature]</i>                                       |   |

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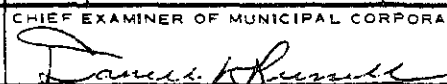
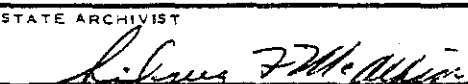
WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-030

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                      |  |  |
|--------------------------|--|--|---------------------------|--|--|
| SD-8                     | DISTRICT PAYROLL SERVICES  | MARCH, 1976                              | 1 OF 10 PAGES             |  |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION              | MINIMUM APPROVED RETENTION               | DISPOSITION/REMARKS  |
| 1.                       | EMPLOYEE RECORD. Filed by employee name. Detail of current employee status, generated originally from employee application. Lists general information; address, hire date, social security number, phone number, personnel information; years and type of work experience, formal education, degrees, certificate number, grade, subjects taught, payroll data; exemptions, retirement member number, amount, medical insurance plans, union name, deductions, FICA, federal withholding, miscellaneous deductions, sick and annual leave accruals, assignment data; position name, number, contract amount, rates, class step, contract duties, duration, hours, etc., pay begins, ends, pay periods. | OFM                                      | District Payroll Office   | 7 years after termination of employment. | NOTE: As this record may be computer generated (e.g., Visirecord) rather than manually prepared, two sets may be prepared, one for Personnel and one for Payroll. One copy of each set may serve as computer input form and be retained only until superseded. |
|                          |  | OFM                                      | District Personnel Office | Until termination of employment.         |  |
| 2.                       | PERSONNEL PAY HISTORY RECORD. Lists employee name, address, phone, school or department position, marital status, dependents, social security number, retirement system number, birth date, date employed, yearly listing of employment - showing school position, effective date, salary, salary schedule, monthly salary, other duties, age,   | OFM                                      | District Payroll Office   | Permanent                                | This record may be transferred to Personnel after employee is dropped from the system and may be combined with permanent employee history and/or similar summary document kept permanently by Personnel.   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                           | STATE ARCHIVIST                          |  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                           | <i>[Signature]</i>                       |  |

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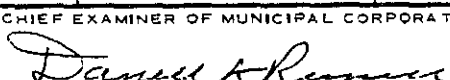

WASHINGTON STATE SCHOOL DISTRICT  
 GENERAL RECORDS RETENTION SCHEDULE  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER   |  | TITLE  |  |  | DATE   | PAGE 2 OF 10 PAGES |
|---|--|--|--|--|--|--------------------|
| SD-8  |  | DISTRICT PAYROLL SERVICES  |  |  | MARCH, 1976  |                    |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION   | MINIMUM APPROVED RETENTION                                     | DISPOSITION/REMARKS  |                    |
| 2.  | PERSONNEL PAY HISTORY RECORD (Cont.)<br>sick leave cumulative record, vacation leave cumulative record. Filed alphabetically.  |  |  |  |  |                    |
| 3.  | PERSONNEL ACTION FORM. Shows change of status, hours, location, rates, etc.  | OFM<br>OPR   | District Payroll Office<br>District Personnel Office.  | Until after audit.<br>7 years after termination of employment. | Data transferred to Personnel Pay History Record.  |                    |
| 4.  | TIME CARDS. Shows months, dates and hours worked, may describe work, total hours, rate, employee's signature, supervisor's signature.  | OFM  | Work location: School, department, etc.<br><u>NOTE: In the instance of 2nd Class Districts, this record may be sent to County Auditor as authority to write a warrant.</u> | Until after audit.   | This assumes that a payroll work report as per item #5 is prepared from the time cards, signed by the supervisor and forwarded to Payroll as the official record of time worked. <u>If not</u> , time card becomes OPR and must be held for 7 years retention. |                    |
| 5.  | PAYROLL WORK REPORT - MONTHLY. Lists employees, dates and hours each worked, location, absences, substitutes names, days worked, rates, account numbers. Prepared and signed by supervisor from time cards. Submitted to Payroll as official | OPR<br>OFM   | District Payroll Office<br>School or location  | 7 years<br>1 year  | May be sent to County Auditor for 2nd Class Districts.<br>Unless data is computerized. If so, refer to Computer Reports Schedule.  |                    |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |  |  | STATE ARCHIVIST  |                    |
|  |  |  |  |  |   |                    |

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SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 3 OF 10 PAGES                  |  |  |
|---|--|--|-------------------------------------|--|--|
| SD-8  | DISTRICT PAYROLL SERVICES  | MARCH, 1976  |                                     |  |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION                        | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS  |
| 5.  | PAYROLL WORK REPORT - MONTHLY (Cont.)<br>work record on which payment is made.   |  |                                     |  |  |
| 6.  | TEACHER SUBSTITUTE REPORT. Used in lieu of payroll work report or sign in sheets or reports for substitute teachers only. Lists time period, school, date, signatures, name of absent teacher, full day or part day.   | OPR  | District Payroll                    | 7 years  | May be sent to County Auditor for 2nd Class Districts.                                     |
| 7.  | COMMUNITY SERVICE WORK REPORT. Used when custodian, cook, or other school employee works for an outside organization even if performed during regular work hours. Lists employee name, type of work performed, date and hours of time worked, rate, principal's signature. | OPR  | District Payroll Office             | 7 years  | Filed with payroll work-reports.   |
|   |  | OPR  | District Accounts Receivable Office | 7 years  |  |
| 8.  | SUBSTITUTE TIME SHEET OR CARD. Teacher-Casual. Used in lieu of time cards. For substitute teacher or casual classified hourly labor.   | OPR  | District Payroll                    | 7 years  | May be kept longer to verify pay for retirement purposes if no other record exists.        |
| 9.  | PAYROLL WARRANT REGISTER   | OPR  | District Payroll Office             | 7 years  | Permanent if detail of pay is not permanently recorded on Pay History Record. See Item #2. |
|   |  | OPR  | County Treasurer                    | 7 years  |  |
| ATTORNEY GENERAL<br> |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br> |                                     | STATE ARCHIVIST<br> |  |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 4 OF 10 PAGES  |  |   |
|--------------------------|---|--|---|--|---|
| SD-8                     | DISTRICT PAYROLL SERVICES   | MARCH, 1976                              |   |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS                         |
| 10.                      | WARRANT REQUEST FORM. Used to authorize writing of warrants between regular pay periods. REQUEST TO SIGN CHECKS. To Accounting form Data Processing. Kept with warrant control documents.                 | OPR<br>OFM<br>OPR<br>OFM                 | District Payroll Office (County Auditor)<br>Data Processing | 7 years<br>Until after audit.<br>Until after audit.                          | Usually kept by County Auditor.             |
| 11.                      | TAX SHELTERED AGREEMENTS  | OFM                                      | District Payroll Office                                     | 4 years after expiration of agreement.                                       | May be filed in other central office.       |
| 12.                      | JURY OR MILITARY SERVICE AGREEMENT. Form or letter of agreement providing for reduction in pay equal to amount received by employee for jury or temporary military duty.                                  | OPR                                      | District Payroll Office                                     | 7 years  |   |
| 13.                      | GARNISHMENTS. Legal document served to require deduction of a specific sum from employee's wages for payment of a credit obligation.  | OFM<br><br>CPR                           | District Payroll Office<br><br>Court                        | 1 year after fulfillment of obligation or removal of garnishment.<br>7 years | May be filed with Personnel Office instead. |
| 14.                      | PAYROLL COMPUTER FEEDER REPORTS.<br>a. Computer input for payroll exceptions, changes in hourly rates, distribution of costs.<br>b. Correction to pay history, adjusting gross pay, deductions, from, to. | OFM                                      | District Payroll Office                                     | 1 year   |   |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |   |
| <i>James H. Brown</i>    |   | <i>Daniel A. Russell</i>                 |   | <i>Kilmer J. McAllister</i>  |   |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                     |                              |                     |
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| SD-8                     | DISTRICT PAYROLL SERVICES  | MARCH, 1976                              | 6 OF 10 PAGES            |                              |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION             | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS |
| 15.                      | PUBLIC EMPLOYEES' RETIREMENT FORMS PERS SYSTEM. (Cont.)  |  |                          |                              |                     |
|                          | f. RB 19, Notice to Separate from Service, Members Subject to Compulsory Retirement. Copy 1              | OFM                                      | District Payroll Office. | 1 year                       |                     |
|                          | g. RB 45, Notification of Failure to Make Retirement Deduction or to Submit Notice of Separation. Copy 1 | OFM                                      | District Payroll Office  | None - Immediate Destruction |                     |
|                          | h. RB 54, Authorization to Discontinue Increased Contribution. Copy 1                                    | OFM                                      | District Payroll Office  | 1 year                       |                     |
|                          | i. RB 57 & 57b, Memos, Separation Notices. Copy 1  | OFM                                      | District Payroll Office  | 1 year                       |                     |
| 16.                      | LI 206-55, Employers' Quarterly Report of Payroll Copy 1 Copy 2  | OPR                                      | Labor & Industries       | 7 years                      | WAC 296-17-310      |
|                          |  | OFM                                      | District Payroll Office. | 3 years                      |                     |
| 17.                      | TEACHERS' RETIREMENT SYSTEM DEDUCTION SHEETS & TRANSMITTAL REPORTS Copy 1 Copy 2                         | OFM                                      | District Payroll Office  | 3 years                      |                     |
|                          |  | OPR                                      | Teachers' Retirement     | 7 years                      |                     |
| FOR THE ATTORNEY GENERAL |  | BRIEF EXAMINER OF MUNICIPAL CORPORATIONS |                          | STATE ARCHIVIST              |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                          | <i>[Signature]</i>           |                     |

SUPERSEDED




WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE   |  |   |
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| SD-8                     | DISTRICT PAYROLL SERVICES  | MARCH, 1976                              | 7 OF 10 PAGES  |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION   | MINIMUM APPROVED RETENTION                           | DISPOSITION/REMARKS                                     |
| 18.                      | MEDICAL INSURANCE LISTINGS. Listings of employees enrolled for medical insurance, and amounts accompanying billings, for Blue Cross, etc.  | OPR                                      | District Payroll Office  | 7 years  |   |
| 19.                      | DEDUCTION FOR MEDICAL INSURANCE COSTS, CONTRIBUTION TO UNITED WAY, ETC., OR PROFESSIONAL DUES TO WEA, AFT, PSE, ETC.   | OFM<br>N/A                               | District Payroll Office<br>Insurance Companies Associations, Charities, etc. | Until termination of employment or until superseded. |   |
| 20.                      | MISCELLANEOUS DEDUCTION LISTINGS. Separate or combined listings by employee for various payroll deductions, UGN, Union or professional dues, Credit Union.   | OFM                                      | District Payroll Office.   | 3 years.   |   |
| 21.                      | LABOR & INDUSTRIES INDUSTRIAL ACCIDENT CLAIM FORMS.<br>a. Order Allowing & Closing Claim for Medical Treatment Only.<br>b. Better Address Letter.<br>c. SF 4089, Statement of Awards from Medical Aid Fund.<br>d. LI 210-8, Notice of Travel Expense.<br>e. LI 210-14, Bill Rejection.<br>f. LI 210-5, Cancellation of Warrant.<br>g. LI 210-38, Order Notice (351). | OFM<br>OPR                               | District Payroll Office<br>Dept. of L & I.                                   | 5 years<br>Permanent                                 | Labor & Industries retains on micro-film after 5 years. |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST                                      |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |  | <i>[Signature]</i>                                   |   |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 8 OF 10 PAGES               |   |                        |
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| SD-8  | DISTRICT PAYROLL SERVICES  | MARCH, 1976  |                                  |   |                        |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION                     | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS    |
| 22.   | LABOR & INDUSTRIES WISHA/OSHA ACCIDENT CLAIM LOGS  | OFM  | District Payroll Office          | 5 years   | Chapter 27, RCW 49.17. |
|   | a. 100 (LI 415-19) Log of Occupational Injuries and Illnesses.   | OPR  | Dept. of L. & I.                 | Permanent   |                        |
|   | b. 101 (LI 415-17) Supplementary Occupational Injuries and Illnesses Form.   |  |                                  |   |                        |
|   | c. 102 (LI 415-18) Summary of Occupational Injuries and Illnesses Report.  |  |                                  |   |                        |
| 23.   | PRINCIPAL FEDERAL TAX RETURN AND RELATED FORMS.  |  |                                  |   |                        |
|   | a. <u>Wage and Tax Statement W-2</u> - Reports wages, tips and other compensation and employee FICA tax; income tax withheld; supports credit on individual tax return.            | OFM  | District Payroll Office<br>Payee | 4 years<br>N/A  |                        |
|   | b. <u>Transmittal of Income &amp; Tax Statements W-3</u> - Employer's annual transmittal of wage and income tax withheld statement on Forms W-2, W-2P and 1099R.                   | OFM  | District Payroll Office          | 4 years   |                        |
|   | c. <u>Annual Report by Certain Payers of Annuities and Lump-sum Distributions - W-3P</u> . Applicable only to insurance companies and governmental agencies or retirement systems. | OFM  | District Payroll Office          | 4 years   |                        |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                                  | STATE ARCHIVIST   |                        |
|  |  |  |                                  |  |                        |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

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| SD-8  | DISTRICT PAYROLL SERVICES  | MARCH, 1976             |                         |  |                     |
| ITEM NO.  | RECORDS.SERIES TITLE AND DESCRIPTION   | CLASS                   | DISTRIBUTION            | MINIMUM APPROVED RETENTION                               | DISPOSITION/REMARKS |
| 23.   | PRINCIPAL FEDERAL TAX RETURN AND RELATED FORMS (CONT.)   |                         |                         |  |                     |
|   | d. <u>Employee's Withholding Allowance Certificate - W-4.</u> Form filed by employee with employer so that proper amount of income tax may be withheld from wages.   | OFM                     | District Payroll Office | 4 years after supersession or termination of employment. |                     |
|   | e. <u>Exemption from Withholding W-4E</u> Form filed by employee certifying that he had no liability for income tax for preceding taxable year and he anticipates that he will incur no liability for current taxable year by so certifying he will be exempt from federal income tax withholding. | OFM                     | District Payroll Office | 4 years after termination of employment.                 |                     |
|   | f. <u>Annuitant's Request for Federal Income Tax Withholding - W-4P -</u> Request for withholding of federal income tax from each annuity or pension payment.  | OFM                     | District Payroll Office | Permanent  |                     |
| g. <u>Employer's Quarterly Federal Tax Return - 941 -</u> Employer's quarterly return of FICA and income taxes withheld, a two-part set containing both the Schedule A(941) and the return. | OFM  | District Payroll Office | 4 years                 |  |                     |
| h. <u>Continuation Sheet for Schedule A of Form 941-941a -</u> Wage continuation sheet.   | OFM  | District Payroll Office | 4 years                 |  |                     |
| FOR THE ATTORNEY GENERAL  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   | STATE ARCHIVIST         |                         |  |                     |
| <i>[Signature]</i>  | <i>[Signature]</i>   | <i>[Signature]</i>      |                         |  |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                    |                            |                     |
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| SD-8                     | DISTRICT PAYROLL SERVICES  | MARCH, 1976                              | 10 OF 10 PAGES          |                            |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION            | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 23.                      | PRINCIPAL FEDERAL TAX RETURN AND RELATED FORMS (Cont.)   |  |                         |                            |                     |
|                          | i. <u>Statement to Correct Information Previously Reported Under the Federal Insurance Contributions Act-941c</u> - For use to correct wage and FICA tax reports previously submitted by employers.  | OFM                                      | District Payroll Office | 4 years                    |                     |
|                          | j. <u>Quarterly Return of Withheld Federal Income Tax - 941E</u> - Variation of Form 941 for use by state and local government employers and organizations exempt, for example, by virtue of charitable, religious, scientific, literary or educational programs, that have not waived their exemptions, and other organizations that are not liable for FICA taxes. | OFM                                      | District Payroll Office | 4 years                    |                     |
|                          | k. <u>Federal Use Tax Return on Civil Aircraft -4638</u> - Used to report an annual tax of \$25 on the use of civil aircraft.  | OFM                                      | District Payroll Office | 4 years                    |                     |
|                          | l. <u>Application for Magnetic Tape Filing - 4995</u> - Used to replace paper records in transmitting tax information pertaining to federal income tax and FICA withheld.  | OFM                                      | District Payroll Office | 4 years                    |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                         | STATE ARCHIVIST            |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                         | <i>[Signature]</i>         |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER                                   | TITLE  | DATE  | PAGE   |  |  |
|---|--|---|--|--|--|
| SD-9  | DISTRICT BUDGET SERVICES   | MARCH 1976  | 1 OF 4 PAGES   |  |  |
| ITEM NO   | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS   | DISTRIBUTION   | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS  |
| 1.  | FINAL BUDGET (Adopted)   | OPR   | 1. District Budget Office<br>2. SPI<br>3. District Supt.<br>4. Other Dist. Off.<br>5. ESD<br>6. District Board       | 7 Years<br><br>Permanent<br>2 Years (optional)<br>Optional<br>5 Years<br>Permanent           | Other copies distributed for informational purposes should be discarded as quickly as informational purpose is served. |
| 2.  | PRELIMINARY BUDGET (Adopted)   | OFM   | 1. District Budget Office<br>2. District Supt.<br>3. Other District Offices<br>4. SPI<br>5. ESD<br>6. District Board | Until adoption<br>Same as above<br>Optional<br>Optional<br>Permanent<br>5 Years<br>Permanent |  |
| 3.  | BUDGET WORK PAPERS<br>Budget input forms, used by Budget Officer to gather data from District departments and schools to "build" budget. May include all or part of the following forms: | OFM   | 1. District Budget Office<br>2. Program Directors.   | 2 Years<br>2 Years   |  |
| 4.  | BUDGET PREPARATION FORMS: PRELIMINARY AND FINAL BUDGETS.<br>1. PROGRAM BUDGET SUMMARY- Shows estimated revenues by account number and estimated expenditures                             | OFM   |  | 2 Years  |  |
| OF THE ATTORNEY GENERAL<br><i>James K. Hansen</i> |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>Daniel Russell</i> |  | STATE ARCHIVIST<br><i>Lilley &amp; McAlpin</i>   |  |

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER<br>SD - 9 |   | TITLE<br>DISTRICT BUDGET SERVICES |                        |                            | DATE<br>MARCH 1976  | PAGE 2 OF 4 PAGES |
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| ITEM NO.                  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                             | DISTRIBUTION           | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |                   |
| 3b.                       | 2. PROGRAM EXPENDITURES ESTIMATES SALARY<br>Shows salary items by function, account number, FTE base amount, benefits by position.<br><br>3. PROGRAM EXPENDITURE ESTIMATES NON-SALARY ITEMS<br>Breakdown of spending plan. Shows object or sub-objects, account number, amount requested.<br>4. STATEMENT OF PURPOSE<br>Form used to write narrative statement of function/purpose of program or department. Justification document accompanying cost figures |                                   |                        |                            |                     |                   |
|                           | BUDGET INPUT FORMS/PRELIMINARY BUDGET ONLY<br>1. PROGRAM BUDGET PROJECTION-SALARY ITEMS<br>Lists salary items by type or position, certificated, professional, secretarial, etc., numbers of FTEs, amount for current or proposed budgets.<br>2. PROGRAM BUDGET PROJECTION-NON-SALARY<br>Lists objects, contracted services, travel   | OFM                               | District Budget Office | 2 years                    |                     |                   |

SUPERSEDED

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

*James K. Han*

*James H. Russell*

*William P. McElfish*

GAA-90A

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER                       | TITLE   | DATE  | PAGE                      |  |                     |
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| SD- 9                                 | DISTRICT BUDGET SERVICES  | MARCH 1976  | 3 OF 4 PAGES              |  |                     |
| ITEM NO.                              | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS   | DISTRIBUTION              | MINIMUM APPROVED RETENTION             | DISPOSITION/REMARKS |
| 3c.                                   | BUDGET INPUT FORMS- FINAL BUDGET ONLY<br>1. REVENUE REVISION FORM<br>Used to indicate changes only from preliminary budget. Shows revenue account number, description, change from- to.<br>2. EXPENDITURE REVISION FORM<br>Used to indicate changes only, from preliminary budget. Same as C-1, above, only for expenditures.<br>3. SALARY EXHIBITS (SUMMARY BY SCHOOL)<br>For elementary, junior high, senior high, recap shows FTEs, amount extra help costs and carry over for each school.<br>4. SALARY EXHIBIT SUMMARY BY PROGRAM<br>Lists estimated revenues, summary of estimated expenditures, staff costs, FTEs, non-salary other object costs, totals.<br>6. SPECIAL PROJECT BUDGETS- OVER STATE AND FEDERAL. | OFM   |                           | 2 Years                                |                     |
| 4.                                    | INFORMATIONAL BUDGET LETTERS AND MEMOS DISTRIBUTED BY BUDGET OFFICE   | OFM   | 1. District Budget Office | 1 Year                                 |                     |
| JEFFREY K. HANSEN<br>ATTORNEY GENERAL |   | DANIEL T. RUSSELL<br>CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                           | KILAM F. McCLINTOCK<br>STATE ARCHIVIST |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          |  | TITLE                                    |   |                              | DATE   | PAGE 4 OF 4 PAGES |
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| SD-9                     |  | DISTRICT BUDGET SERVICES                 |   |                              | MARCH 1976   |                   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                                      | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS                                      |                   |
| 4.                       | INFORMATIONAL BUDGET LETTERS AND MEMOS DISTRIBUTED BY BUDGET OFFICE (CONTINUED)<br>a. Notification to school of budget expenditure (allotment) plan.<br>b. Notification of preliminary and final allocations.<br>c. Other instructional or informational data on budget or allotments. |  | 2. Program Directors<br>3. Schools                | 1 Year<br>1 Year             |  |                   |
| 5.                       | ANNUAL REPORT OF SCHOOL FUNDS FROM COUNTY TREASURER  | OPR<br>OFM                               | 1County Treasurer<br>2District Budget Office      | 7 Years<br>Until after audit |  |                   |
| 6.                       | BUDGET OFFICER'S MONTHLY, FINANCIAL AND STATISTICAL REPORTS TO THE BOARD   | OFM<br>OFM                               | 1Board Of Directors<br>2. District Budget Office  | Permanent<br>7 Years         | (Part of Board Minutes)                                  |                   |
| 7.                       | BUDGET STATUS REPORT. Shows revenues, expenditures, adjustments and balances on a YTD basis.   | OFM<br>OFM                               | 1. District Budget Office<br>2. School Principals | 2 Years<br>1 Year            | May be found in accounting rather than the Budget Office |                   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   |                              | STATE ARCHIVIST  |                   |
| <i>James K. Bohan</i>    |  | <i>Daniel R. Rummel</i>                  |   |                              | <i>Lidney F. McMillin</i>                                |                   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

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| SD-10           | DISTRICT PURCHASING SERVICES   | MARCH 1976 |                      |                            |  |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS      | DISTRIBUTION         | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS  |
| 1.              | BIDS AND FORMAL QUOTES<br>(in writing)<br>Successful and unsuccessful  | OPR        | 1. Purchasing        | 7 years                    | Unless litigation is pending   |
| 2.              | PRICE CHECKS & INFORMAL QUOTES<br>By telephone, but recorded.  | OFM        | 1. Purchasing        | 1 year                     |  |
| 3.              | PURCHASING REQUISITION<br>Request from school or department<br>for goods or services to be obtained<br>by Purchasing Department. | OFM        | 1. Purchasing        | 3 years                    |  |
|                 |  | OFM        | 2. Requesting Off.   | 1 year                     |  |
| 4.              | PURCHASE ORDER<br>Order issued to vendor to supply<br>specific goods or services at a<br>given price.                            | OFM        | 1. Purchasing        | 3 years                    | If this copy is used as document on<br>which payment is authorized, otherwise<br>purchasing copy is OPR. |
|                 |  | OPR        | 2. Accounting Off.   | 7 years                    |  |
|                 |  | OFM        | 3. Requester         | 1 year after<br>audit.     |  |
|                 |  | N/A        | 4. Vendor            | N/A                        |  |
|                 |  | OFM        | 5. Additional copies | 1 year after<br>audit.     |  |
| 5.              | WITHDRAWAL OR CANCELLATION OF<br>PURCHASE ORDER  | OFM        | 1. Purchasing        | 3 years                    |  |
|                 |  | N/A        | 2. Vendor            |                            |  |

SUPERSEDED

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OFFICE OF THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

*James K. ...*

*Donnell K. ...*

*Richard J. Mc ...*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER | TITLE  | DATE       | PAGE                     |                            |                     |
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| SD-11           | DISTRICT WAREHOUSE/CENTRAL STORES                          | MARCH 1976 | 1 OF 1 PAGES             |                            |                     |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                       | CLASS      | DISTRIBUTION             | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 1.              | PURCHASE ORDERS<br>Copies used as Receiving reports        | OFM        | 1. Warehouse/Store       | Until after audit          |                     |
|                 |  | OPR        | 2. Accounting Off.       | 7 years                    |                     |
| 2.              | WAREHOUSE REQUISITIONS                                     | OFM        | 1. Warehouse/Store       | 1 year                     |                     |
|                 |  | OFM        | 2. Accounting Off.       | Until after audit.         |                     |
|                 |  | OFM        | 3. Requisitioning Office | 30 days                    |                     |
| 3.              | PACKING SLIPS<br>Bills of lading, shipping manifest copies | OFM        | 1. Warehouse/Store       | 1 year                     |                     |
|                 |  | OFM        | 2. Accounting Off.       | Until after audit.         |                     |
| 4.              | DAMAGE & LOSS CLAIM FORMS                                  | OFM        | 1. Warehouse/Store       | Until after audit.         |                     |
|                 |  | OFM        | 2. Accounting Off.       | Until restitution.         |                     |
| 5.              | FINANCIAL REPORTS  | OFM        | 1. Warehouse/Store       | 1 year                     |                     |
|                 |  | OFM        | 2. Accounting Off.       | 1 year after audit.        |                     |
| 6.              | WAREHOUSE INVENTORY  | OFM        | 1. Warehouse/Store       | Until Superseded           |                     |
|                 |  | OFM        | 2. Accounting Off.       | Until superseded           |                     |
|                 |  | OFM        | 3. Purchasing            | Until superseded           |                     |

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

*James K. Brown*

*Daniel K. Russell*

*Richard F. McCallister*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 1 OF 1 PAGES                                       |   |  |
|--------------------------|--|--|---|---|--|
| SD-12                    | DISTRICT WIDE - CORRESPONDENCE & INFORMATIONAL COPY SCHEDULE   | MARCH 1976                               |   |   |  |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION  | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS  |
| 1.                       | TRANSITORY RECORDS   | OFM                                      | Office of Record  | 90 Days   |  |
| 2.                       | READING OR DAY FILES   | OFM                                      | Office of Record  | 90 Days   |  |
| 3.                       | GENERAL CORRESPONDENCE   | OFM                                      | 1. Varies   | 2 Years   | Screen periodically  |
|                          | a. Routine - Non-Policy<br>b. Policy   | OFM                                      | 2. Varies   | 2 - 10 Years  |  |
| 4.                       | OFFICE INFORMATIONAL (Housekeeping) COPIES<br>Accounting, Purchasing, Budget and Personnel type forms and documents. | OFM                                      | 1. Receiving Office                                     | Not more than 1 year - unless otherwise specified in applicable Schedules |  |
|                          |  | OPR                                      | 2. Accounting, Personnel, Purchasing and Budget Offices | 7 Years, if OPR   |  |
| 5.                       | POLICY AND PROCEDURAL DIRECTIVES   | OFM                                      | 1. Receiving Office                                     | Until superseded  |  |
|                          |  | OPR                                      | 2. Originating Office                                   | One copy Perm.  |  |
| 6.                       | COPIES OF BOARD MINUTES AND RESOLUTIONS  | OPR                                      | 1. Secretary to the Board                               | Permanent   |  |
|                          |  | OFM                                      | 2. As distributed                                       | While serves an administrative purpose                                    |  |
|                          |  |  |   |   | NOTE: See attached for definitions of some of the above records. |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST   |  |

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*[Signature]*

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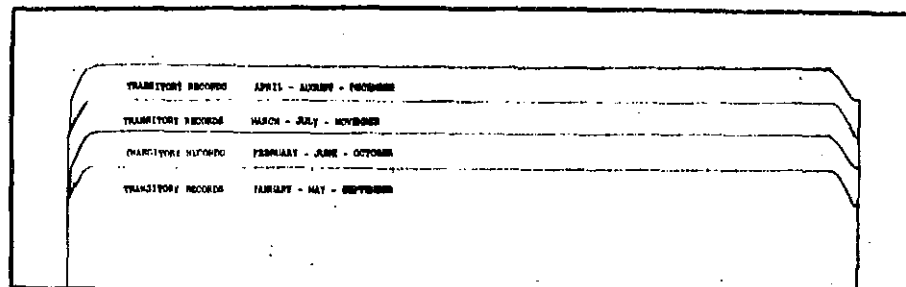




GENERAL RECORDS RETENTION SCHEDULE  
NUMBER 12

GENERAL RECORDS RETENTION SCHEDULE NUMBER 12 COVERS RECORDS COMMON TO ALL DISTRICT OFFICES.

1. TRANSITORY RECORDS. This Records Series consists of correspondence and form records which perform a purely routine function. It includes letters of transmittal and transmittal forms (those documents used exclusively as a cover sheet to transmit a document or documents from one office to another, which do not contain information of record or fiscal value); communications correcting reports; routine requests for information, publications or supplies; courtesy or informational copies of documents which do not contain procedural or policy matter applicable to the receiving office. These are best maintained in four file folders as shown in the illustration below.



It will be noted that the months of the year are shown in chronological order reading from bottom to top in each of the three columns. The folder housing the current month will always be in front. If the current month were January, the folders would be arranged as shown in the illustration. All transitory materials would be placed in the first folder, at the time of filing, in chronological order, with the latest date to the front. On the first working day in February, the entire folder for January would be withdrawn and placed behind the "April - August - December" folder. This procedure would be accomplished for each succeeding month. The first working day in May would find the folders in their original configuration. As all documents which pertain to the same action or transaction should be stapled together, it becomes a simple task to screen the documents in the first folder. At this time, a determination can be made as to which documents are developing into separate Records Series and which are not. Those documents which are eligible can then be made into separate Records Series and identified as such. The others which are of no value may be destroyed. The utilization of the four folder arrangement provides for a "built-in" 90 day retention of these documents for reference purpose before they are either made into a separate Records Series or destroyed.

2. READING OR DAY FILES. Files of extra copies of communications, memos or other documents assembled for ready reference, signature control, preparation of periodic activity reports, or similar administrative reasons. This Records Series may be maintained and destroyed in a similar fashion to the Transitory Records described above.

3. GENERAL CORRESPONDENCE FILES. These are files consisting of correspondence, messages, form records, memoranda and related documents accumulated by most Offices of Record. The documents housed by this file may deal with the actual functions of the activity, but, as the name implies, these documents are of such general nature so as to preclude them from inclusion in a separate Records Series. Inasmuch as the General Correspondence File usually involves a variety of subjects, the subjective arrangement of filing makes it an ideal method of filing documents in this file. Files of all offices should be based upon two time periods, calendar year records or fiscal year records, depending upon the function of the activity maintaining them. Calendar year records are based upon the period 1 January through 31 December and fiscal year records are based upon the period 1 July through 30 June. The following procedures are highly recommended for use by all Offices of Record: General Correspondence Files created and maintained by non-fiscal type activities should be cut-off on 31 December and new files established on 1 January. General Correspondence Files maintained by fiscal activities should be cut-off on 30 June and new files established on 1 July. In each case, the cut-off General Correspondence File will be retained in the Office of Record for the next one year period, then transferred to storage where it will be held for one additional year, then destroyed. In the event a storage facility is not available, the cut-off General Correspondence File may be retained in the Office of Record for two years, then destroyed. This two full year retention of the General Correspondence File should satisfy all reference requirements.

4. AGENCY INFORMATIONAL COPIES OF CERTAIN ACCOUNTING AND PERSONNEL TYPE DOCUMENTS. This Records Series consists of file copies of certain accounting and personnel documents. The official copies of these documents are retained by the activity having record responsibility for them and have retentions established. The copies described here are those which have been returned to departments and schools for informational purposes only. As such, these documents have little record value and may be destroyed immediately.

**SUPERSEDED**

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER<br><b>SD-13</b>   | TITLE<br><b>NON-RECORD MATERIALS</b> | DATE<br><b>MARCH, 1976</b>   | PAGE <b>1</b> OF <b>1</b> PAGES |  |                     |
|---|--------------------------------------|--|---------------------------------|--|---------------------|
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION | CLASS  | DISTRIBUTION                    | RETENTION                                    | DISPOSITION/REMARKS |
| <p>THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS NON-RECORD AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE.</p> <ol style="list-style-type: none"> <li>1. Catalogs, trade journals, and other printed or published materials received from other offices, commercial firms, or private institutions which require no action and are not needed for documentary purposes.</li> <li>2. Electrostatic, photocopy or other copy device copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.</li> <li>3. Letters of transmittal which do not add any information to the transmitted material.</li> <li>4. Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employee meetings, holidays, etc.</li> <li>5. Preliminary drafts of letters, memoranda, reports, worksheets and informal notes which do not represent significant basic steps in the preparation of record documents.</li> <li>6. Reproduction material, such as stencils, hectograph masters and offset plates.</li> <li>7. Routing slips used to direct the distribution of documents.</li> <li>8. Shorthand notes, stenotype tapes, and mechanical recordings which have been transcribed into typewritten or printed form.</li> <li>9. Stocks of agency publications, forms and printed documents, preserved for supply purposes, which are superseded, outdated, or otherwise valueless (a minimum supply of each publication must be on file with the State Library for distribution purposes, and one copy must be sent to the State Archives for historical preservation).</li> <li>10. Telephone messages, "While You Were Away" slips, check slips or similar forms used to convey non-policy informational messages.</li> </ol> |                                      |  |                                 |  |                     |
| FOR THE ATTORNEY GENERAL<br><i>Daniel K. Han</i>  |                                      | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>Daniel K. Russell</i> |                                 | STATE ARCHIVIST<br><i>Alvin J. McPherson</i> |                     |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                                |                                     |   |
|--------------------------|--|--|-------------------------------------|-------------------------------------|---|
| SD - 14                  | RECORDS COMMON TO DISTRICT MAIL & MESSAGE CENTERS  | OCTOBER 1976                             | 1 OF 3 PAGES                        |                                     |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                        | MINIMUM APPROVED RETENTION          | DISPOSITION/REMARKS   |
| 1.                       | APPLICATION & VOUCHER FOR REFUND OF POSTAGE & FEES, Form #3533<br>Used to obtain refund of postage in the event of spoilage or unused stamps, metered envelopes, stamped envelopes or to close out a Postal Account. | OPR<br>N/A                               | 1. Mail & Msg Ctr<br>2. Post Office | 7 years<br>N/A                      | NOTE: All Form Numbers in this Schedule are U. S. Postal Service Form Numbers.<br>Official copies may be kept in Central Accounting Office. |
| 2.                       | APPLICATION AND PERMIT FOR LICENSE, POSTAGE METER USE, FORM #3601A<br>Used to procure permission to obtain and use postage meter.  | OPR<br>N/A                               | 1. Mail & Msg Ctr<br>2. Post Office | 7 years after removal of the meter. |   |
| 3.                       | APPLICATION FOR DOMESTIC MONEY ORDER FORM #6001<br>Application & receipt for issuance of a domestic money order.   | OPR<br>N/A                               | 1. Mail & Msg Ctr<br>2. Patron      | 7 years<br>N/A                      |   |
| 4.                       | ASSIGNMENT OF NUMBER BLOCKS FOR REGISTERED, INSURED, CERTIFIED & C.O.D. MAIL, FORM #3857<br>Maintains a record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.              | OPM                                      | 1. Mail & Msg Ctr                   | 3 years                             |   |
| 5.                       | BOX RENT RECEIPT, FORM #1538<br>Receipt for money received by Post Office for rental of a Post Office Box.   | OPR<br>N/A                               | 1. Mail & Msg Ctr<br>2. Patron      | 7 years<br>N/A                      |   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                     | STATE ARCHIVIST                     |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                                     | <i>[Signature]</i>                  |   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 3 PAGES                   |                            |                     |
|--------------------------|--|--|-------------------------------------|----------------------------|---------------------|
| SD-14                    | RECORDS COMMON TO DISTRICT MAIL & MESSAGE CENTERS  | OCTOBER 1976                             |                                     |                            |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                        | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 6.                       | CERTIFICATE OF MAILING, FORM # 3817<br>Used to satisfy requirement of proof that mail was dispatched.  | OFM                                      | 1. Mail & Msg Ctr                   | 3 years                    |                     |
| 7.                       | EXPENDITURE REPORT<br>Maintains a record of expenditures for the various postal transactions involving funds.  | OPR                                      | 1. Mail & Msg Ctr                   | 7 years                    |                     |
| 8.                       | DAILY RECORD OF METER REGISTER READINGS, FORM #3602<br>A daily record of postage meter transactions.   | OFM<br>N/A                               | 1. Mail & Msg Ctr<br>2. Post Office | 3 years<br>N/A             |                     |
| 9.                       | RECEIPT FOR CERTIFIED MAIL, FORM #3800<br>Received from the Post Office indicating Certified Mail has been received for dispatch.                                | OFM                                      | 1. Mail & Msg Ctr                   | 3 years                    |                     |
| 10.                      | RECEIPT FOR POSTAGE METER SETTINGS, FORM #3603<br>Receipts from the Post Office that appropriate funds have been received to cover usage of postage meter.       | OPR                                      | 1. Mail & Msg Ctr                   | 7 years                    |                     |
| 11.                      | RETURN RECEIPT, REGISTERED, INSURED & CERTIFIED MAIL, FORM #3811<br>Notification that registered, insured and certified mail has been received by the addressee. | OFM                                      | 1. Mail & Msg Ctr                   | 3 years                    |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                     | STATE ARCHIVIST            |                     |
|                          |  |  |                                     |                            |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER |   | TITLE   |                                     |                            | DATE                | PAGE 3 OF 3 PAGES |
|-----------------|---|---|-------------------------------------|----------------------------|---------------------|-------------------|
| SD-14           |   | RECORDS COMMON TO DISTRICT MAIL & MESSAGE CENTERS |                                     |                            | OCTOBER 1976        |                   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS   | DISTRIBUTION                        | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |                   |
| 12.             | SENDER'S STATEMENT & CERTIFICATION OF BULK MAILING, FORM # 3606<br>A record of bulk mailing that has been dispatched. | OFM   | 1. Mail & Msg Ctr                   | 3 years                    |                     |                   |
| 13.             | APPLICATIONS & PERMITS FOR SPECIAL MAILING PRIVILEGES<br>Post Office approvals for special mailing authorizations.    | OFM<br>N/A  | 1. Mail & Msg Ctr<br>2. Post Office | 7 years<br>N/A             |                     |                   |
| 14.             | RECORD LOG OF INCOMING CERTIFIED AND REGISTERED MAIL  | OFM   | 1. Mail & Msg Ctr                   | 3 years                    |                     |                   |

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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*[Signature]*

*[Signature]*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| ITEM NO  | RECORDS SERIES TITLE AND DESCRIPTION | CLASS      | DISTRIBUTION   | RETENTION                        | DISPOSITION/REMARKS  |
|--|--------------------------------------|------------|--|----------------------------------|--|
| SCHEDULE NUMBER SD-15      TITLE ASSOCIATED STUDENT BODY, CLASS ASSOCIATIONS, APPROVED CLUBS AND STUDENT ORGANIZATIONS.      DATE NOVEMBER 1976      PAGE 1 OF 2 PAGES |                                      |            |  |                                  |  |
| 1.   | AUDITS                               | OFM        | Central Office   | 5 years                          | Rev. 11/76   |
| 2.   | BANKING RECORDS                      |            |  |                                  |  |
|  | a. Canceled Checks                   | OPR        | Primary Advisor  | 7 years                          |  |
|  | b. Deposit Slips                     | OFM*       | " "  | *Until after audit               | *If there is no Check Register   |
|  | c. Check Register                    | OPR        | " "  | 7 years                          | Check Stubs should be retained   |
|  | d. Statements                        | OFM        | " "  | Until after audit                | for 7 years.   |
| 3.   | MINUTES OF MEETINGS                  | OPR        | Primary Advisor  | Permanent                        |  |
| 4.   | PURCHASE AUTHORIZATIONS              | OPR        | Primary Advisor  | 7 years                          |  |
| 5.   | RECEIPTS                             | OPR        | Primary Advisor  | 7 years                          |  |
|  | a. Cash                              |            |  |                                  |  |
|  | b. Student Activity                  |            |  |                                  |  |
|  | c. Receipt Registers                 |            |  |                                  |  |
| 6.   | TICKET REPORTS                       | OFM        | Primary Advisor<br>Games Manager<br>Athletic Department<br>Managing Office | Until after<br>audit             | Rev. 11/76   |
| 7.   | TRIAL BALANCE SHEETS                 | OFM        | Primary Advisor<br>Central Office  | Until after<br>audit             | Rev. 11/76   |
| 8.   | INVOICES                             | OPR<br>OFM | Central Office<br>Primary Advisor*   | 7 years<br>*Until after<br>audit | Rev. 11/76 *If the Central Office does<br>not retain a copy, the Primary Advisor's<br>is OPR and must be retained 7 years. |

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER                                  | TITLE   | DATE                                     | PAGE   |                                |                     |
|--|---|--|--|--------------------------------|---------------------|
| SD-15  | ASSOCIATED STUDENT BODY, CLASS ASSOCIATION, APPROVED CLUBS AND STUDENT ORGANIZATIONS                | NOVEMBER 1976                            | 2 OF 2 PAGES                                     |                                |                     |
| ITEM NO.   | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                                     | RETENTION                      | DISPOSITION/REMARKS |
| 9.   | VOUCHERS & SUPPORTING DOCUMENTS<br>a. Check Request<br>b. Paid-out Advance<br>c. Petty-cash Advance | OPR<br>OFM                               | Central Office<br>Primary Advisor                | 7 years<br>Until after audit   | Rev. 11-76          |
| 10.  | STUDENT ACTIVITY REPORTS  | OFM                                      | Central Office                                   | 3 years                        |                     |
| 11.  | GENERAL LEDGER & SUBSIDIARY ACCOUNT BOOK  | OPR                                      | Primary Advisor                                  | 7 years                        |                     |
| 12.  | WARRANT REGISTER  | OPR                                      | Central Office                                   | 7 years                        |                     |
| 13.  | WARRANTS  | OPR                                      | Central Office<br>County Auditor                 | 7 years                        |                     |
| 14.  | BUDGETS   | OPR<br>OFM                               | School Board Minutes<br>Central Office<br>School | Permanent<br>Until after audit | Rev. 12-76          |
| 15.  | BUDGET WORKING PAPERS   | OFM                                      | School<br>Central Office                         | 2 years                        | Rev. 12-76          |
| *See Schedule SD-6e for other accounting series. |   |  |  |                                |                     |
| FOR THE ATTORNEY GENERAL                         |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST                |                     |
| <i>[Signature]</i>                               |   | <i>[Signature]</i>                       |  | <i>[Signature]</i>             |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050




| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 1 OF 6 PAGES  |   |   |
|--------------------------|--|--|--------------------|---|---|
| SD-16A                   | ADMINISTRATIVE CENTER  | OCTOBER, 1976                            |                    |   |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION                         | CLASS                                    | DISTRIBUTION       | MINIMUM APPROVED RETENTION                                | DISPOSITION/REMARKS   |
| 1.                       | ATTORNEY GENERAL'S OPINIONS                                  | OPR                                      | Administrative Ctr | Until overruled by higher authority.                      |   |
| 2.                       | PROSECUTING ATTORNEY'S OPINIONS                              | OPR                                      | Administrative Ctr | Until overruled by higher authority.                      |   |
| 3.                       | STATE AUDITOR'S REPORTS                                      | OFM                                      | Administrative Ctr | 5 years   |   |
| 4.                       | BOARD OF DIRECTORS   |  |                    |   | <div style="font-size: 4em; color: red; opacity: 0.5; position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); pointer-events: none;">SUPERSEDED</div> May be microfilmed for security.<br>Hard copy may be transferred to State Archivist or Regional Depository |
|                          | Agenda   | OFM                                      | Administrative Ctr | As needed   |   |
|                          | Meeting Notices  | OFM                                      | Administrative Ctr | 1 year  |   |
|                          | Minutes  | OPR                                      | Administrative Ctr | Permanent   |   |
| 5.                       | INFORMATION ON BOND SALES                                    | OPR                                      | Administrative Ctr | 7 years after maturity.                                   |   |
| 6.                       | SPI BULLETINS/MEMORANDUMS                                    |  |                    |   |   |
|                          | 1. Containing Directive information requiring action.        | OFM                                      | Administrative Ctr | Until superseded or expired                               |   |
|                          | 2. Containing informational data only, not requiring action. | OFM                                      | Administrative Ctr | While administratively useful unless otherwise specified. |   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                    | STATE ARCHIVIST   |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                    | <i>[Signature]</i>  |   |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER<br>SD-16A |                                      | TITLE<br>ADMINISTRATIVE CENTER           |                     |  | DATE<br>OCTOBER 1976  | PAGE 2 OF 6 PAGES |
|---------------------------|--------------------------------------|--|---------------------|--|---|-------------------|
| ITEM NO.                  | RECORDS SERIES TITLE AND DESCRIPTION | CLASS                                    | DISTRIBUTION        | MINIMUM APPROVED RETENTION             | DISPOSITION/REMARKS   |                   |
| 7.                        | REPORTS REQUIRED BY SPI              | OFM                                      | Administrative Ctr. | Varies                                 | See SPI Reports Schedule  |                   |
| 8.                        | LEASES, AGREEMENTS, RENTALS          | OPR                                      | Administrative Ctr. | 7 years after termination of agreement |   |                   |
|                           | Equipment                            | OPR                                      | " "                 | 7 years after termination of lease.    |   |                   |
|                           | Movable Relocatables                 | OPR                                      | " "                 | 7 years after termination of lease.    |   |                   |
|                           | Real Estate                          | OPR                                      | " "                 | 7 years after termination of lease.    |   |                   |
| 9.                        | COMMITTEES' PAPERS                   |  |                     |  | "Committees' Papers" refer to committee minutes, agendas, resolutions and correspondence for District standing, ad hoc committees, i.e., Staff, PISA. |                   |
|                           | Staff                                | OFM                                      | Administrative Ctr. | 1 year                                 |   |                   |
|                           | PTSA                                 | OFM                                      | " "                 | 1 year                                 |   |                   |
|                           | Citizens Advisory                    | OFM                                      | " "                 | 3 years or Dist. option.               |   |                   |
|                           | Levy Bond                            | OFM<br>OFM                               | " "                 | " "                                    |   |                   |
| 10.                       | COURT SUITS                          |  |                     |  | Courts would have original pleadings and proceedings.   |                   |
|                           | Employees                            | OFM                                      | Administrative Ctr. | 3 yrs. unless additional litigation    |   |                   |
|                           | Contractors                          | OFM                                      | " "                 | Same                                   |   |                   |
|                           | Parents                              | OFM                                      | " "                 | Same                                   |   |                   |
|                           | District                             | OFM                                      | " "                 | Same                                   |   |                   |
|                           | Student                              | OFM                                      | " "                 | Same                                   |   |                   |
| FOR THE ATTORNEY GENERAL  |                                      | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                     |  | STATE ARCHIVIST   |                   |
| <i>[Signature]</i>        |                                      | <i>[Signature]</i>                       |                     |  | <i>[Signature]</i>  |                   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER   | TITLE   | DATE   | PAGE 3 OF 6 PAGES   |   |   |
|---|---|--|---------------------|---|---|
| SD-16A  | ADMINISTRATIVE CENTER   | OCTOBER 1976   |                     |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION                              | CLASS  | DISTRIBUTION        | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS   |
| 11.   | SCHOOL CALENDARS  | OFM  | Administrative Ctr. | Until superseded  | Copy may be in permanent Board Minutes or become part of negotiated employee contract or agreement. |
| 12  | SCHEDULES (VARIOUS)   | OFM  | " "                 | Same as Item #11.   |   |
| 13.   | CONTRACTS   |  |                     |   |   |
|   | Real Estate   | OPR  | " "                 | 7 years after sale or disposition of property.  |   |
|   | Deeds - Property Maintenance                                      | OPR  | " "                 | Same as above.  |   |
|   |   | OPR  | " "                 | 7 years after expiration  |   |
|   | Rentals   | OPR  | " "                 | Same as above   |   |
|   | Federal   | OPR  | " "                 | " " "   |   |
|   | Construction  | OPR  | " "                 | " " "   |   |
|   | Utilities   | OPR  | " "                 | " " "   |   |
|   | Electric  |  |                     |   |   |
|   | Gas   |  |                     |   |   |
|   | Personal Services   | OPR  | " "                 | " " "   |   |
| 14.   | SUMMER SCHOOL   |  |                     |   |   |
|   | Report Summary, data collected for use in preparing state report. | OFM  | " "                 | 3 years   |   |
| 15.   | INVESTMENTS   |  |                     |   |   |
|   | Cash Flow Projections   | OFM  | " "                 | 3 years   |   |
|   | Investment History  | OFM  | " "                 | 3 years   |   |
|   | Reports   | OFM  | " "                 | 3 Years   |   |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                     | STATE ARCHIVIST   |   |
|  |   |  |                     |  |   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 4 OF 6 PAGES   |                                |   |
|--------------------------|--|--|---------------------|--------------------------------|---|
| SD-16A                   | ADMINISTRATIVE CENTER                                  | OCTOBER 1976                             |                     |                                |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION                   | CLASS                                    | DISTRIBUTION        | MINIMUM APPROVED RETENTION     | DISPOSITION/REMARKS                                   |
| 16.                      | RENTAL OF SCHOOL FACILITIES                            |  |                     |                                |   |
|                          | Policy   | OFM                                      | Administrative Ctr  | Until superseded               |   |
|                          | Application  | OFM                                      | " "                 | 3 years                        |   |
|                          | Billings   | OPR                                      | " "                 | 7 years                        |   |
|                          | Revenues   | OPR                                      | " "                 | 7 years                        |   |
| 17.                      | LAND AND PROPERTY                                      |  |                     |                                |   |
|                          | Appraisal Information                                  | OFM                                      | " "                 | 1 year                         |   |
| 18.                      | DISTRICT POLICIES AND PROCEDURES                       | OFM                                      | " "                 | Permanent                      | Including superseded Policies and Procedures.         |
|                          |  |  | Other Copies        | Until superseded or cancelled. | May be filmed at end of fiscal year when practicable. |
| 19.                      | TUITION  |  |                     |                                |   |
|                          | Agreements w/other Districts                           | OFM                                      | Administrative Ctr. | 7 years after expiration       |   |
|                          | Billings   | OFM                                      | " "                 | 3 years                        |   |
|                          | Revenues   | OPR                                      | " "                 | 7 years                        |   |
|                          | Correspondence   | OFM                                      | " "                 | 3 years                        |   |
| 20.                      | ACCREDITATION CERTIFICATES                             | OFM                                      | " "                 | As needed                      |   |
|                          | " "  | OPR                                      | School Office       | Permanent                      |   |
|                          | " "  | OFM                                      | ESD                 | Permanent                      |   |
| 21.                      | REPORT OF EVALUATION OF THE BUILDING FOR ACCREDITATION | OPR                                      | Administrative Ctr  | 7 years                        | Completed new buildings.                              |
| 22.                      | STAFF TRAINING AGENDAS                                 | OFM                                      | " "                 | 1 year                         |   |
| 23.                      | GENERAL & ROUTINE CORRESPONDENCE - NON-POLICY          | OFM                                      | " "                 | See SD-12                      | See SD-12, Item #3                                    |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                     | STATE ARCHIVIST                |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                     | <i>[Signature]</i>             |   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 5 OF 6 PAGES  |                                    |  |
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| SD-16A                   | ADMINISTRATIVE CENTER  | OCTOBER 1976                             |                    |                                    |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION       | MINIMUM APPROVED RETENTION         | DISPOSITION/REMARKS  |
| 24.                      | SURPLUS PROPERTY   |  |                    |                                    |  |
|                          | Purchases, Invoices, copy of state or federal Board Minutes, Cash and Sales Receipts | OPR                                      | Accounting         | 7 years                            | May be filed in Accounting Services.   |
|                          |  | OPR                                      | Accounting         | Minutes - 1 yr<br>Receipts - 7 yrs | Board of Directors copy Permanent.<br>May be filed in Accounting Services.       |
| 25.                      | ATTENDANCE REPORTS   |  |                    |                                    |  |
|                          | Monthly  | OFM                                      | Administrative Ctr | Until superseded                   | Will not be used after this year.  |
|                          | Quarterly  | OFM                                      | " "                | " "                                |  |
|                          | Annually   | OFM                                      | " "                | 3 years                            |  |
| 26.                      | DISTRICT BOUNDARY INFORMATION  | OPR                                      | " "                | Permanent                          |  |
| 27.                      | ELECTIONS  |  |                    |                                    | Information found in Board Minutes retained permanently with Board of Directors. |
|                          | County Abstract of Official Election Returns   | OFM                                      | " "                | 7 years                            |  |
|                          | General/Special Levies   | OFM                                      | " "                | " "                                |  |
|                          | Bond Levies/Issues   | OFM                                      | " "                | 7 years                            |  |
|                          | Special Ballot Titles, i.e., Sales of Property                                       | OFM                                      | " "                | 7 years                            |  |
| 28.                      | HANDBOOKS  | OFM                                      | " "                | District Option                    |  |
| 29.                      | INSURANCE POLICIES   |  |                    |                                    |  |
|                          | Vehicles   | OPR                                      | " "                | 7 years after expiration.          |  |
|                          | Property   | OPR                                      | " "                | same as above.                     |  |
|                          | Student  | OPR                                      | " "                | " " "                              |  |
|                          | Bonding  | OPR                                      | " "                | " " "                              |  |
|                          | Liability  | OPR                                      | " "                | " " "                              |  |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                    | STATE ARCHIVIST                    |  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                    | <i>[Signature]</i>                 |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE                                | DATE                                     | PAGE 6 OF 6 PAGES  |                            |                     |
|--------------------------|--------------------------------------|--|--------------------|----------------------------|---------------------|
| SD-16A                   | ADMINISTRATIVE CENTER                | OCTOBER 1976                             |                    |                            |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION | CLASS                                    | DISTRIBUTION       | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 29.                      | INSURANCE POLICIES (CONTINUED)       |  |                    |                            |                     |
|                          | Equipment                            | OPR                                      | Administrative Ctr | 7 years after expiration.  |                     |
|                          | Burglary-Robbery                     | OPR                                      | " "                | Same as above.             |                     |
|                          | Boiler                               | OPR                                      | " "                | " " "                      |                     |
|                          | Forgery                              | OPR                                      | " "                | " " "                      |                     |
|                          | School Boy Patrol                    | OPR                                      | " "                | " " "                      |                     |
| FOR THE ATTORNEY GENERAL |                                      | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                    | STATE ARCHIVIST            |                     |
| <i>[Signature]</i>       |                                      | <i>[Signature]</i>                       |                    | <i>[Signature]</i>         |                     |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-090

| SCHEDULE NUMBER | TITLE                                    | DATE         | PAGE   OF   PAGES  |                              |                                      |
|-----------------|--|--------------|--------------------|------------------------------|--------------------------------------|
| SD-16B          | ADMINISTRATIVE CENTER - PUBLIC RELATIONS | OCTOBER 1976 | PAGE   OF   PAGES  |                              |                                      |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION     | CLASS        | DISTRIBUTION       | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS                  |
| 1.              | VOTERS REGISTRATION LISTS                | OFM          | Administrative Ctr | 3 Years                      |                                      |
| 2.              | LEVY PAMPHLETS                           | OFM          | Administrative Ctr | 3 Years                      |                                      |
| 3.              | PRESS RELEASES                           | OFM          | Administrative Ctr | 3 Years or District's Option | May be useful strictly for reference |
| 4.              | STAFF NEWS                               | OFM          | Administrative Ctr | "                            | " " " " " "                          |
| 5.              | BOARD SUMMARIES                          | OFM          | Administrative Ctr | "                            | " " " " " "                          |
| 6.              | SCHOOL PAPERS                            | OFM          | School             | 3 Years                      |                                      |

SUPERSEDED

FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

*James H. ...*  
 GAA 50A

*Daniel ...*

*... & ...*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE               |                                   |  |
|--------------------------|---|--|--------------------|-----------------------------------|--|
| SD-16C                   | ADMINISTRATIVE CENTER - NEGOTIATIONS                          | OCTOBER 1976                             | 1 OF 1 PAGES       |                                   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION                          | CLASS                                    | DISTRIBUTION       | MINIMUM APPROVED RETENTION        | DISPOSITION/REMARKS                          |
| 1.                       | NEGOTIATED EMPLOYEE CONTRACTS                                 | OPR                                      | Administrative Ctr | 7 Years after term. of contract   | If no litigation occurs                      |
| 2.                       | LETTERS OF UNDERSTANDING BETWEEN DISTRICT & NEGOTIATING GROUP | OPR                                      | Administrative Ctr | 7 Years                           | Not always in board minutes                  |
| 3.                       | PROGRESS REPORTS ON NEGOTIATIONS                              | OFM                                      | Administrative Ctr | 2 Years                           |  |
| 4.                       | COPIES OF SPECIFIC SUBJECT AREAS OF NEGOTIATION               | OFM                                      | Administrative Ctr | 2 Years or District Option        | Used for research purposes                   |
| 5.                       | GRIEVANCES (Filed under employee's name)                      | OPR                                      | Administrative Ctr | 7 Years after term. of employment | Should not be filed in personnel folder      |
| 6.                       | IMPASSE INFORMATION   | OFM                                      | Administrative Ctr | 7 Years                           |  |
| 7.                       | ARBITRATION INFORMATION                                       | OFM                                      | Administrative Ctr | 7 Years                           | Public Employees Relations Commission (PERC) |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                    | STATE ARCHIVIST                   |  |
| <i>James H. ...</i>      |   | <i>Daniel R. ...</i>                     |                    | <i>K. Long &amp; McAllen</i>      |  |

SUPERSEDED



SD-17  
COMPUTER REPORTS SCHEDULE

The nature of reports, and computer reports in particular, present unique problems when attempting to develop a general records retention schedule.

1. Report distribution and the number of copies generated frequently vary.
2. Most computer reports are informational, not transactional, and hence can carry a relatively short retention.
3. Reports in general and computer-generated reports specifically, have become so numerous and voluminous that they require special attention and thought in the development of new records management techniques, referred to as Reports Management, of which the establishing of a report retention is only part.

**Interpreting and Using the Computer Reports Retention Schedule**

The General Records Retention Schedule on the following pages establishes a minimum retention for the primary copy of a report. The Primary Copy should normally be retained by the "Requesting Organization" (the organization which wanted the report generated,) for the length of time specified in the schedule. All other "recipient" copies can carry an "until superseded," or "until reference purpose served" retention.

Computer reports vary greatly in data, content, data arrangement, distribution, number of copies and titles from district to district. It is not expected that the title/description or distribution for any particular schedule item will exactly match that which has been generated for a similar purpose in your district. You should not be concerned with these variances. The schedule should be applied as a guideline and authority to dispose of comparable, not necessarily identical, reports.

Computer-generated documents which are classified as Official Public Records will also be listed on other functional schedules. Such documents would be warrants, warrant registers, primary journals and ledgers of entry, etc., and other records which are transactional in nature.

The Computer Reports General Schedule is divided into the following areas, which are those functions or district offices most often utilizing computer services, within a school district:

- |                     |                        |
|---------------------|------------------------|
| A. Pupil Services   | F. Central Stores      |
| B. Budget           | G. Equipment Inventory |
| C. Payroll          | H. District Revenue    |
| D. Accounts Payable | I. General Fund        |
| E. Food Services    | J. Transportation      |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                              |                            |  |
|--------------------------|--|--|-----------------------------------|----------------------------|--|
| SD-17 A                  | COMPUTER REPORTS/PUPIL SERVICES  | OCTOBER 1976                             | 1 OF 3 PAGES                      |                            |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                      | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS  |
| 1.                       | FEDERAL SURVEY REPORTS - Public Law 874. No match list, all federal list, all federal by school, residence & employment list. list - student name, sex, grade, school, quarter, code, remarks. All federal survey reports. | OFM                                      | District Acctg.                   | 3 years or after audit     | Also applicable to other tax exempt properties, i. e., youth homes, migrants, etc. |
| 2.                       | MONTHLY REPORT OF SCHOOL DISTRICT ENROLLMENT AND COMPUTER BACKUP MEMBERSHIP REPORT - by grade for all schools, K-12. Summary total for State Report P-223.   | OFM                                      | District Acctg.                   | 3 years                    | End of school year summary may be kept longer for management purposes.             |
| 3.                       | STUDENTS RESIDING ON FEDERAL PROPERTY REPORT - Used to reconcile appropriate funding. Lists student name, No., grade and address. Used to support Public Law 874.  | OFM                                      | District Acctg.<br>Pupil Services | 1 year<br>2 years          | May apply to other tax exempt property.  |
| 4.                       | STUDENTS IN HOMEBOUND STATUS REPORT Used to reconcile funding & project funding. Lists student name, I. D. No., grade, sex.  | OFM                                      | District Acctg.<br>Pupil Services | 3 years<br>2 years         |  |
| 5.                       | REPORT OF STUDENTS CLASSIFIED AS SPECIAL ED. - Count of special ed., handicapped, FTE, location. For preparation of E653.  | OFM                                      | District Acctg.                   | 3 years                    | *Other Special Education Reports to be forthcoming.                                |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                   | STATE ARCHIVIST            |  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                                   | <i>[Signature]</i>         |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER<br>SD-17 A |   | TITLE<br>COMPUTER REPORTS/PUPIL SERVICES |                                    |                            | DATE<br>OCTOBER 1976   | PAGE 2 OF 3 PAGES |
|----------------------------|---|--|------------------------------------|----------------------------|--|-------------------|
| ITEM NO.                   | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                       | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS  |                   |
| 6.                         | REPORT OF STUDENTS CLASSIFIED AS PART TIME - Used to compute FTE.   | OFM                                      | Dist. Accounting                   | 3 years                    |  |                   |
| 7.                         | TALLY BY HOMEROOM FOR SCHOOL - Lists Room No., Tally of boys, girls, total & grade level.   | OFM                                      | Dist. Accounting                   | 1 year or less             | By request   |                   |
| 8.                         | MONTHLY SCHOOL ATTENDANCE REGISTER - Lists students name, number, grade, room number, daily attendance, days absent, days taught.                             | OFM                                      | Pupil Services                     | 1 year or less             |  |                   |
| 9.                         | DISTRICT STUDENT ATTENDANCE - MONTHLY REGISTER - Lists pupil name, I. D., number, grade, sex, address, phone, birthday, absence, present, entered, withdrawn. | OFM                                      | Pupil Services                     | 1 year                     |  |                   |
| 10.                        | SCHOOL TOTALS ATTENDANCE REGISTER - Lists attendance totals by school, sex, days not enrolled, absence totals, days taught totals.                            | OFM                                      | Dist. Accounting                   | 3 years                    |  |                   |
| 11.                        | DISTRICT ATTENDANCE REGISTER TOTALS - By grade, totals by sex, days not enrolled, days absent, year-to-date.  | OPR<br>OFM                               | Pupil Services<br>Dist. Accounting | Permanent<br>2 years       | 1 year-end summary report may be kept permanent for history. Other categories as required, i.e., ethnic. |                   |

SUPERSEDED

FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
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 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER | TITLE  | DATE         | PAGE 3 OF 3 PAGES                  |                                       |                                       |
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| SD-17 A         | COMPUTER REPORTS/PUPIL SERVICES  | OCTOBER 1976 |                                    |                                       |                                       |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS        | DISTRIBUTION                       | MINIMUM APPROVED RETENTION            | DISPOSITION/REMARKS                   |
| 12.             | DISTRICT REGISTER & SUPPLEMENT<br>Lists student name, I.D. No., grade, school, sex.  | OPR<br>OFM   | Pupil Services<br>Dist. Accounting | Permanent<br>2 years<br>(6/30 report) | May be used as a historical reference |
| 13.             | SUMMARY OF ATTENDANCE - Lists no. of days taught for each school, level, K-12, ADA total, days absent, days of attendance. | OFM          | Dist. Accounting                   | 1 year                                |                                       |

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CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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*[Signature]*

*[Signature]*

WASHINGTON STATE SCHOOL DISTRICT  
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 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 1 OF 1 PAGES      |  |                               |
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| SD-17B                   | COMPUTER REPORTS/DISTRICT BUDGET OFFICE  | OCTOBER 1976                             |                        |  |                               |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION           | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS           |
| 1.                       | BUILDING FUND BUDGET REPORT BY VARIOUS SORTS - Lists location, type of project, description, cost.   | OFM                                      | District Budget Office | 1 year   |                               |
| 2.                       | BUDGET AND GENERAL FUND REPORTS BY EMPLOYEE, CERTIFIED AND CLASSIFIED (MAY BE TWO DIFFERENT REPORTS) Lists by various sorts.                                 | OFM                                      | District Budget Office | 3 years  |                               |
| 3.                       | GENERAL FUND ACTIVITY BUDGET REPORT - MATRIX - Lists program by object, salary, benefits, supplies, books, contractual services, travel and capital outlays. | OFM                                      | District Budget Office | 3 years<br>(final summary)<br>Until superseded<br>(Monthly report) |                               |
| 4.                       | BUDGET REVENUE ESTIMATE REPORT BY VARIOUS SORTS - Lists program code, revenue code, location, amount.  | OFM                                      | District Budget Office | 1 year   |                               |
| 5.                       | BUDGET STATUS REPORT OF REVENUES & EXPENDITURES - Listing by various sorts.  | OFM                                      | District Budget        | 1 year   | Source for State Report F-196 |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST  |                               |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                        | <i>[Signature]</i>   |                               |

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WASHINGTON STATE SCHOOL DISTRICT  
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 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 5 PAGES  |                                 |  |
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| SD-17C                   | COMPUTER REPORTS/DISTRICT PAYROLL   | OCTOBER 1976                             |                    |                                 |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION       | MINIMUM APPROVED RETENTION      | DISPOSITION/REMARKS                    |
| 1.                       | PAYROLL CHANGE LIST - Shows personnel number, name, change by item number, old data, new data.  | OFM                                      | District Payroll   | Until superseded                |  |
| 2.                       | PAYROLL UPDATE - ERROR LOG - Reading of errors and machine instructions.  | OFM                                      | District Payroll   | Until superseded                |  |
| 3.                       | EMPLOYEE PAYROLL RECORD - Personnel history & pay card, name, address, birthdate, date employed, salary schedule, contract, certificate, term, date, years of service, degrees, contract amount, rate of pay, monthly pay, distribution of pay and deductions, leave, change approval signatures. | OFM                                      | District Payroll   | 7 years after termination       | Refer to Schedule SD-8, Item Number 1. |
|                          |   | OFM                                      | District Personnel | Until termination of employment |  |
| 4.                       | TIME CARD EDIT LISTING - Lists employee number, name, budget account number, regular hours, overtime hours, amount, absence, substitute costs, exception report.  | OFM                                      | District Payroll   | Until superseded                |  |
| 5.                       | GENERAL FUND PAYROLL, DEDUCTION REGISTER-BY VARIOUS SORTS - Lists employee number, name, address, deduction, amount of each, total.   | OPR                                      | District Payroll   | 7 years                         |  |
| 6.                       | PAYROLL WARRANTS - Draft on district money.   | OPR                                      | District Payroll   | 7 years                         |  |
|                          |   | OPR                                      | County Treasurer   | 7 years                         |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                    | STATE ARCHIVIST                 |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                    | <i>[Signature]</i>              |  |

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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 5 PAGES                             |                                      |                                       |
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| SD-17 C                  | COMPUTER REPORTS/DISTRICT PAYROLL  | OCTOBER 1976                             |   |                                      |                                       |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                                  | MINIMUM APPROVED RETENTION           | DISPOSITION/REMARKS                   |
| 7.                       | PAYROLL REGISTER - CERTIFIED AND CLASSIFIED - Lists employee number, name, regular earnings, extra pay, hourly pay, reductions in pay, gross pay, withholding, FICA, medical aid, voluntary deductions, net pay. | OPR                                      | District Payroll                              | 7 years                              |                                       |
| 8.                       | MONTHLY REPORT OF EMPLOYEES' LEAVES AND VACATION - Lists employee number, name, type of leave, vacation, current/Year-to-Date, balance.  | OFM                                      | District Payroll                              | 1 year                               |                                       |
| 9.                       | SUBSTITUTE TEACHER REPORT - Lists employee number, name, number of days worked.  | OPR                                      | District Payroll                              | Permanent, if no other record exists | Refer to SD-8, Item #6                |
| 10.                      | WARRANT REGISTER - Listing of payroll warrants, by name of payee, warrant number, amount, date paid.   | OPR                                      | District Payroll<br>County Treasurer's Office | 7 years                              |                                       |
| 11.                      | PAYROLL INDIVIDUAL EMPLOYEE YEAR-TO-DATE PAY HISTORY - Lists employees' name, annuities, gross pay, withholding, FICA, retirement, last pay date.  | OPR                                      | District Payroll                              | 7 years                              | Permanent, if no other records exist. |
| 12.                      | DETAIL LIST - CLASSIFIED RETIREMENT CHARGES TOTAL EMPLOYER CONTRIBUTION Lists employee number, name, budget account number, charge, total.   | OFM                                      | District Payroll                              | 5 years                              |                                       |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST                      |                                       |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |   | <i>[Signature]</i>                   |                                       |

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| SD-17 C                  | COMPUTER REPORTS/DISTRICT PAYROLL  | OCTOBER 1976                             |                   |   |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION      | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS   |
| 13.                      | PAYROLL DISTRIBUTION BY EMPLOYEE NUMBER - Lists employee number, name, budget account number, current monthly pay, Year-to-Date - by various sorts.  | OFM                                      | District Payroll  | 2 years   |   |
| 14.                      | INDUSTRIAL INSURANCE/MEDICAL AID LISTING - Lists employee number, name, hours worked, Industrial Insurance cost, Medical Aid cost, employer Medical Aid cost, total Medical Aid, Total costs, salary - by various sorts. | OFM                                      | District Payroll  | 5 years   | Refer to Payroll Schedule SD-8, Item #22                                |
| 15.                      | CHARGES FOR INDUSTRIAL INSURANCE, FICA, RETIREMENT, MEDICAL, BY BUDGET ACCOUNT NUMBER - TOTAL EMPLOYER CONTRIBUTION - Lists budget account number, and amount. Report for each type of benefit.                          | OFM                                      | District Payroll  | 2 years or after audit  |   |
| 16.                      | ENCUMBERED PAYROLL REPORT - Used to support federal report. Lists total encumbrances for month.  | OFM                                      | District Payroll  | For life of federal program                                       | Refer to District Accounting Services Federal & Special Programs SD-6c. |
| 17.                      | GENERAL FUND EXPENDITURE REPORTS - Lists by various sorts.   | OFM                                      | District Payroll  | 3 years (year-end report)<br>Monthly report (District discretion) | Used to compile State Report F-196                                      |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                   | STATE ARCHIVIST   |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                   | <i>[Signature]</i>  |   |

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**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                 |   |                                  |
|--------------------------|--|--|----------------------|---|----------------------------------|
| SD-17C                   | COMPUTER REPORTS/DISTRICT PAYROLL  | OCTOBER 1976                             | 4 OF 5 PAGES         |   |                                  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION         | MINIMUM APPROVED RETENTION                | DISPOSITION/REMARKS              |
| 18.                      | CAFETERIA LABOR - SUMMARY OF MONTHLY & YEAR-TO-DATE GENERAL FUND EXPENDITURES - By various sorts.  | OFM                                      | District Payroll     | Until superseded                          |                                  |
|                          |  | OFM                                      | Food Services        | 1 year                                    |                                  |
| 19.                      | MAINTENANCE, TRANSPORTATION, LABOR, ACCOUNTS PAYABLE DISTRIBUTION, ENCUMBRANCE TRANSACTION LISTING - For federal programs.   | OFM                                      | District Accounting  | As long as Federal Project Files are kept | Refer to Schedule SD-6C.         |
|                          |  |  | Federal Project File |   |                                  |
| 20.                      | TEACHERS' RETIREMENT SYSTEM, MONTHLY REPORT ON MEMBERS SERVICE CONTRIBUTIONS - Lists Social Security Number, member number, name & compensation, contributions, days of service, leave credit. | OFM                                      | District Payroll     | 3 years                                   | Refer to Schedule SD-8, Item #17 |
| 21.                      | STATE CLASSIFIED RETIREMENT REPORT - Lists Social Security Number, name, salary, earnings, arrears, date.  | OFM                                      | District Payroll     | 3 years                                   | Refer to Schedule SD-8, Item #15 |
| 22.                      | FICA QUARTERLY REPORT OF WAGES PAID - Lists Social Security Number, employment, amount paid.   | OFM                                      | District Payroll     | 4 years                                   |                                  |
|                          |  |  | Federal State        | Federal requirement                       |                                  |
| 23.                      | DISPOSITION OF SALARY WARRANTS - Lists employee name, address, where warrant delivered, school, payroll office.  | OFM                                      | District Payroll     | 1 year                                    | Summer use                       |
| 24.                      | HOURS WORKED BY BUDGET ACCOUNT NUMBER REPORT - By various sorts.   | OFM                                      | District Payroll     | 1 year                                    |                                  |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                      | STATE ARCHIVIST                           |                                  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                      | <i>[Signature]</i>                        |                                  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 5 OF 5 PAGES                            |                               |                                 |
|--------------------------|--|--|--|-------------------------------|---------------------------------|
| SD-17C                   | COMPUTER REPORTS/DISTRICT PAYROLL  | OCTOBER 1976                             |  |                               |                                 |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                                 | MINIMUM APPROVED RETENTION    | DISPOSITION/REMARKS             |
| 25.                      | W-2 FORMS AND LISTING - WITHHOLDING TAX STATEMENT - Lists federal tax withheld, wages paid, other compensation, FICA, withholding, name, address, married status.                        | OFM                                      | Federal District Payroll Employee - W-2 Form | 4 years - Federal requirement | Refer to Schedule SD-8, Item 23 |
| 26.                      | SALARY UPDATE LIST FOR FISCAL YEAR - Lists employee number, name, days, units, salary schedule, base salary, sick leave, vacation, date of employment.                                   | OFM                                      | District Payroll                             | 1 year                        |                                 |
| 27.                      | BUDGET FULL-TIME-EQUIVALENCY/SALARY STATUS REPORTS - By various sorts. Lists description, amount budgeted, encumbered & expended, balance budgeted funds, encumbered & expended balance. | OFM                                      | District Payroll                             | 1 year                        |                                 |
| 28.                      | PAYROLL/ACCOUNTS PAYABLE GENERAL FUND DISTRIBUTION REPORTS - By various sorts. Lists amount, year-to-date amount.  | OFM                                      | District Payroll                             | 2 years                       |                                 |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST               |                                 |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |  | <i>[Signature]</i>            |                                 |


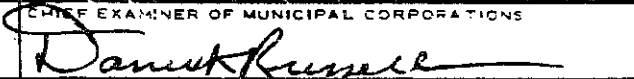

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE         |                            |  |
|--------------------------|--|--|--------------|----------------------------|--|
| SD-17D                   | COMPUTER REPORTS/ACCOUNTS PAYABLE  | OCTOBER 1976                             | 1 OF 3 PAGES |                            |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS  |
| 1.                       | VENDOR-NAME AND ADDRESS LISTING - Lists vendor number, name & address.   | OFM                                      | Accounting   | Until superseded           |  |
| 2.                       | ACCOUNTS PAYABLE DISTRIBUTION - Encumbrance transaction list, batch listing of invoice totals.   | OFM                                      | Accounting   | Until superseded           |  |
| 3.                       | CONTROL LEDGER (ACCOUNTS PAYABLE VOUCHER) - Lists purchase order number, vendor number, certification, alpha by vendor, name for each fund, building, general.   | OPR                                      | Accounting   | 7 years                    | If certified on individual voucher, retention should be 1 year     |
| 4.                       | CLAIMS/WARRANT REGISTER - Listing of claims by vendor number, name, amount due, warrant number accompanied by certification of payment approval by School Board Audit Committee. Authorization to pay. | OPR                                      | Accounting   | 7 years                    |  |
| 5.                       | WARRANTS - Instruments issued in payment.  | OPR                                      | Accounting   | 7 years                    | Cancelled warrants may be retained by County Treasurer             |
| 6.                       | DETAILED LIST OF CURRENT MONTH REIMBURSABLE EXPENDITURES - By complete accounting code, warrant number, vendor identification number, name, purchase order, department.                                | OFM                                      | Accounting   | Until after audit          | May be Vocational Technical or Federal Programs State Report F-147 |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |              | STATE ARCHIVIST            |  |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |              | <i>[Signature]</i>         |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 2 OF 3 PAGES |   |                     |
|---|--|--|-------------------|---|---------------------|
| SD-17D  | COMPUTER REPORTS/ACCOUNTS PAYABLE  | OCTOBER 1976   |                   |   |                     |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION      | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS |
| 7.  | JOURNAL VOUCHER LISTING - Lists vendor number, invoice/purchase order number, budget account, program location, object, department, amount entry date, building and general fund.  | OFM  | Accounting        |   | Until after audit   |
| 8.  | DETAIL LIST OF ACCOUNTS PAYABLE DISTRIBUTION BY BUDGET ACCOUNT NUMBER - Lists vendor number, vendor purchase order number, budget account number, amount.<br>NOTE: A variety of other "detail lists" of Accounts Payable for general and building funds, with similar date, only varied in arrangement may be generated; if so, their retention should be the same as 8 above.   | OFM  | Accounting        |   | 1 year              |
| 9.  | EXPENDITURE DETAIL LIST AND YEAR-TO-DATE SUMMARY OF GENERAL FUND EXPENDITURES - BY VARIOUS SORTS. Lists by vendor, identification number, name, purchase order number, location, department, current amount, year-to-date summary.<br>NOTE: Other expenditures year-to-date reports for general fund, building fund, cafeteria, etc., may be generated, listing similar data, but approved differently; if so retention should be same as 9 above. | OFM  | Accounting        |   | 3 years             |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                   | STATE ARCHIVIST   |                     |
|  |  |  |                   |  |                     |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER | TITLE   | DATE         | PAGE                           |                            |                                      |
|-----------------|---|--------------|--------------------------------|----------------------------|--------------------------------------|
| SD-17D          | COMPUTER REPORTS/ACCOUNTS PAYABLE   | OCTOBER 1976 | 3 OF 3 PAGES                   |                            |                                      |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS        | DISTRIBUTION                   | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS                  |
| 10.             | ENCUMBRANCE REPORT - By various sorts<br>Lists vendor number, name, purchase order number, budget account number, amount.                                   | OFM          | Accounting                     | Until superseded           | May include general or building fund |
| 11.             | PRINCIPAL'S REPORT - Lists account number and name, allocation, current expenditures, year-to-date, unexpended balance, encumbrances, unencumbered balance. | OFM          | Accounting<br>Principal's Copy | 3 years                    |                                      |

SUPERSEDED

FOR THE ATTORNEY GENERAL

CHIEF EXAMNER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

*James H. [Signature]*

*James H. [Signature]*

*[Signature]*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-090

| SCHEDULE NUMBER          | TITLE   | DATE                                      | PAGE           |                            |   |
|--------------------------|---|---|----------------|----------------------------|---|
| SD-17E                   | COMPUTER REPORTS/FOOD SERVICES  | OCTOBER 1976                              | 1 OF 2 PAGES   |                            |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                     | DISTRIBUTION   | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS   |
| 1.                       | DAILY LUNCH & CASE SALES REPORT - Lists school, student lunches sold, amounts, adult lunches sold, amount, miscellaneous & milk sales, amount extended, amount cash received, totals. | OFM                                       | Central Office | 3 years                    | If separate Food Services Accounting primary copy is retained, Items 1 - 9. |
| 2.                       | MONTHLY LUNCH & CASH SALES REPORT - Lists summary of lunches & milk sold by school day, quantities purchased, used and balance.   | OFM                                       | Central Office | 3 years                    |   |
| 3.                       | MONTHLY CASH REPORT - Sales by school for lunches, regular reduced, without milk, adult lunches, extended cash amount, cash received, over/under.                                     | OFM                                       | Central Office | 3 years                    |   |
| 4.                       | MONTHLY LUNCH COUNT - Count by school of lunches received, regular, reduced, free, worker, student, faculty or adult, totals of all lunches sold.                                     | OFM                                       | Central Office | 3 years                    |   |
| 5.                       | MONTHLY MILK COUNT - Lists by school of milk purchased, available, used by students & adults, total used and reimbursable.  | OFM                                       | Central Office | 3 years                    |   |
| 6.                       | CAFETERIA BALANCE REPORT - Lists stock number, location, quantity, unit costs.  | OFM                                       | Central Office | 3 years                    |   |
| FOR THE ATTORNEY GENERAL |   | OFFICE EXAMINER OF MUNICIPAL CORPORATIONS |                | STATE ARCHIVIST            |   |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                        |                | <i>[Signature]</i>         |   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE           |                            |                     |
|--------------------------|--|--|----------------|----------------------------|---------------------|
| SD-17E                   | COMPUTER REPORTS/FOOD SERVICES   | OCTOBER 1976                             | 2 OF 2 PAGES   |                            |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION   | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 7.                       | CAFETERIA "ON-HAND" REPORT - Lists item stock number, quantity on hand, number served, amount to order, year-to-date, quantity, size of units issued, item description, unit cost, extended amount, tax, totals. | OFM                                      | Central Office | 1 year                     |                     |
| 8.                       | CAFETERIA REGION EXTENSION REPORT - Lists stock number, item description, quantity, how issued, unit and measures, unit price, extended amount, sales tax, total, budget account number, totals.                 | OFM                                      | Central Office | 3 years                    |                     |
| 9.                       | YEAR-TO-DATE CASH SUMMARY - Lists cash by sales.<br>NOTE: Other year-to-date summaries for milk, lunches, etc., may be generated; if so, retention should be the same as the Year-to-Date Cash Summary.          | OFM                                      | Central Office | 3 years                    |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                | STATE ARCHIVIST            |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                | <i>[Signature]</i>         |                     |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER | TITLE   | DATE         | PAGE 1 OF 1 PAGES |                            |                     |
|-----------------|---|--------------|-------------------|----------------------------|---------------------|
| SD-17F          | COMPUTER REPORTS/CENTRAL STORES/WAREHOUSE   | OCTOBER 1976 |                   |                            |                     |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS        | DISTRIBUTION      | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS |
| 1.              | CENTRAL STORES BALANCE REPORT - Lists stock number, budget account number, quantity, unit costs, totals.  | OFM          | Central Office    | Until after audit          |                     |
| 2.              | CENTRAL STORES - ON-HAND INVENTORY REPORT - Lists stock number, quantity "on-hand," minimum quantity, to be ordered, year-to-date quantity, unit/measure, item description, unit cost, extended amount, tax, total. | OFM          | Central Office    | Until after audit          |                     |
|                 |   | OFM          | Central Stores    | 1 year                     |                     |
| 3.              | CENTRAL STORES REQUISITION EXTENSION REPORT - Lists quantity, unit/measure, stock number, item description, unit price, extended amount, sales tax, total amount.   | OFM          | Central Office    | Until after                |                     |

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FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST




*[Signature]*

*[Signature]*

*[Signature]*



WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24-050



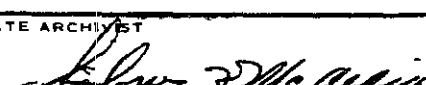
| SCHEDULE NUMBER  | TITLE  | DATE   | PAGE                       |  |  |
|--|--|--|----------------------------|--|--|
| SD-17G   | COMPUTER REPORTS/EQUIPMENT INVENTORY   | OCTOBER 1976   | 1 OF 1 PAGES               |  |  |
| ITEM NO.   | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION               | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS                        |
| 1.   | MONTHLY INVENTORY CONTROL REPORT - Lists class/item, location, date, unit cost, description of item, quantity, purchase order number, room number. | OFM  | Central Office             | 1 year   | All other copies retained until superseded |
| 2.   | EQUIPMENT INVENTORY NEW ITEM LIST - Listed same as Item #1.  | OFM  | Central Office<br>Location | 1 year   |  |
| 3.   | CHANGES & DELETIONS TO EQUIPMENT INVENTORY FILE LISTING - Listed same as Item #1.  | OFM  | Central Office<br>Location | 1 year   |  |
| 4.   | CHANGE/DELETE CARD INPUT - Lists discrepancies, changes or deletions erroneously entered or left from master file.                                 | OFM  | Central Office             | 1 year   |  |
| 5.   | EQUIPMENT INVENTORY SUMMARY - YEAR-TO-DATE - Listed same as Item #1.   | OFM  | Central Office             | 1 year   |  |
| 6.   | EQUIPMENT INVENTORY LISTING - YEAR-TO-DATE - Listed same as Item #1.   | OFM  | Central Office             | 1 year   |  |
| OR THE ATTORNEY GENERAL<br> |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br> |                            | STATE ARCHIVIST<br> |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE           |                              |                     |
|--------------------------|---|--|----------------|------------------------------|---------------------|
| SD-17H                   | COMPUTER REPORTS/DISTRICT REVENUE   | OCTOBER 1976                             | 1 OF 1 PAGES   |                              |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION   | MINIMUM APPROVED RETENTION   | DISPOSITION/REMARKS |
| 1.                       | REVENUE CONTROL REPORTS - Lists by various sorts.   | OFM                                      | Central Office | 3 years or until after audit |                     |
| 2.                       | REGULAR REVENUE RECEIPTS JOURNAL - Lists batch number, date, receipt number, account number, description, amount. | OPR                                      | Central Office | 7 years                      |                     |
| 3.                       | REVENUE RECEIPTS LEDGER - Lists receipt number, date, description of item, amount.                                | OPR                                      | Central Office | 7 years                      |                     |
| SUPERSEDED               |   |  |                |                              |                     |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                | STATE ARCHIVIST              |                     |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                | <i>[Signature]</i>           |                     |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE   | DATE   | PAGE 1 OF 1 PAGES |   |                                     |
|---|---|--|-------------------|---|-------------------------------------|
| SD-171  | COMPUTER REPORTS/GENERAL FUND   | OCTOBER 1976   |                   |   |                                     |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION      | MINIMUM APPROVED RETENTION  | DISPOSITION/REMARKS                 |
| 1.  | SUMMARY OF BASIC EDUCATION PROGRAMS BY BUDGET ACCOUNT NUMBER - Lists budget account number, amounts, report for each. | OFM  | Central Office    | 3 years   |                                     |
| 2.  | SUMMARY OF PRO-RATED PROGRAM BY BUDGET ACCOUNT NUMBER   | OFM  | Central Office    | 3 years   |                                     |
| 3.  | ACCOUNTS PAYABLE - GENERAL FUND - DISTRIBUTION, PAYROLL - Lists by program, year-to-date amount.                      | OFM  | Central Office    | 3 years   |                                     |
| 4.  | SUMMARY OF YEAR-TO-DATE GENERAL FUND EXPENDITURES - Lists in detail by various sorts, year-to-date.                   | OFM  | Central Office    | 3 Years   | Used to compile State Report F-196. |
| 5.  | GENERAL FUND PAYROLL HOLDOVER AND PROGRAM DISTRIBUTION - Lists by various sorts, year-to-date.                        | OFM  | Central Office    | 3 years   |                                     |
| 6.  | GENERAL FUND DISTRIBUTION OF ACCRUALS - Lists by various sorts, year-to-date.   | OFM  | Central Office    | 3 years   |                                     |
| 7.  | ACCOUNTS PAYABLE/PAYROLL - GENERAL FUND DISTRIBUTION - Lists by various sorts, year-to-date.                          | OFM  | Central Office    | 3 years   |                                     |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                   | STATE ARCHIVIST   |                                     |
|  |   |  |                   |  |                                     |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 1 PAGES              |                            |   |
|--------------------------|---|--|--------------------------------|----------------------------|---|
| SD-17 J                  | COMPUTER REPORTS/TRANSPORTATION   | OCTOBER 1976                             |                                |                            |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                   | MINIMUM APPROVED RETENTION | DISPOSITION/REMARKS                                   |
| 1.                       | GAS & OIL REPORT<br>Lists vehicle no., gallons used, labor, hours and cost. | OFM                                      | Trans. Dept.<br>Central Office | 3 years                    | All other copies, retain until superseded (Items 1-3) |
| 2.                       | GAS, OIL AND LABOR REPORT<br>Lists year & date, annual or semi-annual.      | OFM                                      | Trans. Dept.<br>Central Office | 3 years                    |   |
| 3.                       | GAS, OIL/LABOR BATCH CONTROL<br>Lists total for oil, gas, by batch          | OFM                                      | Trans. Dept.<br>Central Office | 3 years                    |   |
| SUPERSEDED               |   |  |                                |                            |   |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                | STATE ARCHIVIST            |   |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                                | <i>[Signature]</i>         |   |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE                                | DATE   | PAGE 1 OF 1 PAGES |                                       |  |
|---|--------------------------------------|--|-------------------|---------------------------------------|--|
| SD-17K  | COMPUTER REPORTS/GENERAL LEDGER      | February 1977  |                   |                                       |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION | CLASS  | DISTRIBUTION      | RETENTION                             | DISPOSITION/REMARKS  |
| 1.  | General Ledger Journal Vouchers      | OPR  | Accounting        | 7 years                               | The 6/30 report might be used for F-196 report. Reports are used for 7 year comparison, history and statistical information. |
| 2.  | General Ledger Balance Sheet         | OPR  | Accounting        | 7 years                               |  |
| <div style="font-size: 4em; color: red; opacity: 0.5; pointer-events: none;">SUPERSEDED</div> |                                      |  |                   |                                       |  |
| FOR THE ATTORNEY GENERAL<br><i>[Signature]</i>  |                                      | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br><i>[Signature]</i> |                   | STATE ARCHIVIST<br><i>[Signature]</i> |  |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 1 OF 2 PAGES               |   |                     |
|--------------------------|--|--|---------------------------------|---|---------------------|
| SD-13                    | TRAFFIC SAFETY OFFICE  | OCTOBER 1976                             |                                 |   |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                    | MINIMUM APPROVED RETENTION                            | DISPOSITION/REMARKS |
| 1.                       | INSURANCE ON LOANED CARS FOR TRAFFIC SAFETY                                    | OPR                                      | Central Office                  | 7 years after termination of policy                   |                     |
| 2.                       | WASHINGTON STATE UNIFORM ACCIDENT REPORTS, WSP #161/REPAIR BILLS AND ESTIMATES | OFM                                      | Transportation                  | 3 years   |                     |
|                          |  | OFM                                      | Traffic Safety                  | 3 years   |                     |
|                          |  | OPR                                      | State Patrol                    | 3 years/film  |                     |
|                          |  | N/A                                      | Insurance Company               | N/A   |                     |
| 3.                       | AGREEMENT FOR USE OF TRAFFIC SAFETY EDUCATION CARS                             | OFM                                      | Traffic Safety                  | Until superseded or new car obtained                  |                     |
|                          |  | N/A                                      | Dealer                          | N/A   |                     |
|                          |  | N/A                                      | Regional Ofc. Auto Manufacturer | N/A   |                     |
|                          |  | OFM                                      | Dept. Of Mtr. Vehicles          | Until superseded or new car obtained                  |                     |
| 4.                       | LEASE/PURCHASE OF SIMULATORS   | OPR                                      | Accounting                      | 7 years   |                     |
|                          |  | OFM                                      | Traffic Safety                  | 3 years after termination of lease/purchase agreement |                     |
| 5.                       | SERVICE AGREEMENT  | OFM                                      | Purchasing<br>Traffic Safety    | Until superseded                                      |                     |
| 6.                       | PURCHASE REQUISITION/PURCHASE ORDER  | OPR                                      | Accounting                      | 7 years   |                     |
|                          |  | OFM                                      | Purchasing                      | 3 years   |                     |
|                          |  | OFM                                      | Traffic Safety                  | 3 years   |                     |
|                          |  | OFM                                      | Originator                      | 1 year  |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                 | STATE ARCHIVIST                                       |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                                 | <i>[Signature]</i>                                    |                     |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 2 OF 2 PAGES            |                                     |  |
|--------------------------|--|--|------------------------------|-------------------------------------|--|
| SD-18                    | TRAFFIC SAFETY OFFICE  | OCTOBER 1976                             |                              |                                     |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                 | MINIMUM APPROVED RETENTION          | DISPOSITION/REMARKS  |
| 7.                       | APPLICATION FOR PROGRAM APPROVAL Agreement between State and School District - State Report#M-365B4  | OFM                                      | Traffic Safety               | 1 year after acceptance             |  |
| 8.                       | CURRICULUM GUIDELINES  | OFM                                      | Instruction/Traffic Safety   | Until Superseded                    | See Instruction's Curriculum Guidelines                              |
|                          |  | OFM                                      | School                       | Until Superseded                    |  |
| 9.                       | CLAIM FOR REIMBURSEMENT FROM STATE ON DISTRICT/NON-DISTRICT STUDENTS   | OFM<br>OPR                               | Traffic Safety<br>Accounting | 3 years<br>7 years                  |  |
| 10.                      | TRAFFIC SAFETY CERTIFICATES FOR DISTRICT/NON-DISTRICT STUDENTS   | OFM                                      | School District              | Until student reaches 18 yrs of age | <b>SUPERSEDED</b>  |
|                          |  | OFM                                      | Dept. of Mtr. Vehicles       | 2 years                             |  |
|                          |  | N/A                                      | Insurance Co.                | N/A                                 |  |
| 11.                      | RECEIPTS FROM MONIES FOR TRAFFIC SAFETY EDUCATION  | OPR<br>OFM                               | Accounting<br>School         | 7 years<br>3 years                  |  |
| 12.                      | INDIVIDUAL STUDENT RECORDS<br>Includes student's progress, daily program attendance, evaluative results.   | OPR                                      | School                       | 7 years                             | See Pupil Records Schedule<br>See SPI Bulletin #9-76, 6/1/76, pg. 2. |
| 13.                      | LISTS: a. Students completing course<br>b. Students completing course receiving failing grades; c. Students officially withdrawn or transferred. | OPR                                      | Traffic Safety               | 7 years                             | See SPI Bulletin #9-76, 6/1/76, pg. 2.                               |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                              | STATE ARCHIVIST                     |  |
| <i>James H. Han</i>      |  | <i>Daniel R. R...</i>                    |                              | <i>John D. Mallin</i>               |  |

## REPORTS MANAGEMENT

As stated previously, retention scheduling is only one objective of a Reports Management program. The objectives of Reports Management are:

1. Identify reports being produced
2. Provide visibility of report volume and cost
3. Control the creation of new reports
4. Establish a means of eliminating obsolete reports
5. Determine the number of man-hours required for report generation
6. Provide effective distribution and outlet capability
7. Improve report quality and effectiveness
8. Promote exception-type reporting where feasible
9. Include reports as part of records retention program.

A report is defined as a written or printed statement of statistical, operating status or administrative information which is designed to assist in the decision-making process and is published on a periodic basis.

For further information on Reports Management and the techniques of developing a district reports management program, write to the Division of Archives and Records Management, Room 218, General Administration Building, Department of General Administration, Olympia, WA 98504; for the handbook entitled Reports Management. This is a 22-page "how to" manual, including forms format, definitions, implementation and systems maintenance procedures. (No charge.)



WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE   | PAGE   |   |                     |
|--------------------------|--|--|--|---|---------------------|
| SD-19                    | STUDENT RECORDS  | FEBRUARY 1977  | PAGE 1 OF 4 PAGES                                  |   |                     |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION                                       | RETENTION   | DISPOSITION/REMARKS |
|                          | <p>STUDENT RECORDS DEFINED -<br/>           All personally identifiable information maintained by a school district directly related to a student regardless of where or how the information is filed. Student records are normally divided into the following separate records series for the purposes of facilitating filing, reference and disposition.</p>   |  |  |   |                     |
| 1.                       | <p>STUDENT PERMANENT RECORD CARD(S) (may also be called GUIDANCE RECORD, CUMULATIVE RECORD CARD or TRANSCRIPT)</p> <p>This series will probably contain one card each for the Elementary, Middle and High School levels, and may include the following information:</p> <ul style="list-style-type: none"> <li>a. Student's legal name.</li> <li>b. Any other name by which the student is or has been known.</li> <li>c. Social Security Number.</li> <li>d. Sex.</li> <li>e. Date of birth.</li> <li>f. Student's address (last known while in school or school system)</li> <li>g. Names of parents or guardians.</li> <li>h. Date of entry or admission into school or school system.</li> </ul> | <p>OPR - Elementary</p> <p>OPR - Junior High or Middle School</p> <p>OPR - Senior High</p> | <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> | <p>SUGGESTED PROCEDURES:<br/>           Forward with student to next level, or retain at school, or transmit to central records system - may be microfilmed in lieu of retaining hard copy.</p> <p>This series may also be abstracted from documents in the "Student Cumulative Records" and filed with those records until the "Cumulative Records" are disposed of.</p> <p>If the Permanent Records are to be microfilmed, they must be done so in accord with state standards. Information regarding those standards can be obtained from the Washington State Archives.</p> |                     |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |  | STATE ARCHIVIST   |                     |
| <i>[Signature]</i>       |  | <i>[Signature]</i>   |  | <i>[Signature]</i>  |                     |




SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE   |  |  |
|--------------------------|---|--|--|--|--|
| SD-19                    | STUDENT RECORDS   | FEBRUARY 1977                            | 2 OF 4 PAGES   |  |  |
| ITEM NO                  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION   | RETENTION  | DISPOSITION/REMARKS  |
|                          | i. Name of school or institution from which the student was received.<br>j. Courses with applicable marks and/or reports (High School only) - see appendix #1 for content detail.<br>k. Progress data, GPA for completion, (High School only).<br>l. Date of withdrawal.<br>m. Transfers - where transferred.<br>n. Racial or ethnic origin.<br>o. Record of Access sheets - documentation of various parties requesting information.   |  |  |  |  |
| 2.                       | <b>STUDENT CUMULATIVE RECORDS</b> (Student Folder) - Student Cumulative Records is a standard term for reports of continuous and current significant concrete information of the student's developmental progress during enrollment in school and will generally consist of the following categories of information:<br>a. Personal identification.<br>b. Family background and residence.<br>c. Physical, health, sensory and related conditions.<br>d. Mental, psychological and proficiency test results and related conditions. | OFM                                      | The Cumulative Record will be transferred from level to level as the student progresses through the school system. | 5 years after graduation or withdrawal from Senior High<br>-or-<br>3 years after withdrawal (or no show) from Elementary, Middle School or Junior High.<br>-or-<br>Until parent request for deletion (or request by a student over | <b>SUGGESTED PROCEDURES:</b><br>Purge folder according to district policy at Elementary, Middle and/or Junior High levels.<br><br>At end of retention period purge folder and destroy all but the STUDENT PERMANENT RECORDS CARDS (See Item #1). |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST  |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |  | <i>[Signature]</i>   |  |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER  | TITLE  | DATE  | PAGE 3 OF 4 PAGES                                 |  |   |
|--|--|---|---|--|---|
| SD-19  | STUDENT RECORDS  | FEBRUARY 1977   |   |  |   |
| ITEM NO  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS   | DISTRIBUTION                                      | RETENTION  | DISPOSITION/REMARKS   |
|  | e. Enrollment and attendance.<br>f. Performance.<br>g. Educational and vocational plan.<br>h. Honors and activities.<br>i. Work experience.<br>j. Teacher/counselor comments.<br>k. Permanent Record Card as defined in Item #1.<br>l. Record of access sheet - requests for records/information and approvals.  |   |   | the age of 18) under the provisions of the Family Educational Rights & Privacy Act. Public Law of 1975 #20 USC-12326, 45 CFR, Part 99  |   |
| 3.   | <b>CONFIDENTIAL REPORTS AND RECORDS</b> (May also be known as <b>STANDARD REPORTS, GUIDANCE REPORTS</b> or <b>SUPPLEMENTARY REPORTS</b> ) - Confidential Records are confidential, in that, public access to such records is restricted to parents, guardians and the student in question (if over the age of 18). Confidential records include confidential reports or anecdotal information from the records of cooperating agencies and individuals such as Child Welfare Agencies, hospitals, Juvenile Courts, consulting psychologists, other private practitioners, corrections officers or agencies, etc. | OFM   | Elementary, Middle School, Junior or Senior High. | 5 years from date of graduation or withdrawal from Senior High<br>-or-<br>3 years after withdrawal (or no show) from Elementary, Middle or Junior High<br>-or-<br>Until parent request for deletion (or request by student over 18) under the provisions of the Family Educational Rights & Privacy Act. | <b>SUGGESTED PROCEDURE:</b><br>Any such report should be accepted only with the approval of the parents or guardians and with the understanding that it will not be incorporated into the Student Cumulative Records or the Special Student Services Records. |
| <small>FOR THE ATTORNEY GENERAL</small><br> |  | <small>CHIEF EXAMINER OF MUNICIPAL CORPORATIONS</small><br> |   | <small>STATE ARCHIVIST</small><br>  |   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 4 OF 4 PAGES  |  |   |
|--------------------------|--|--|--|--|---|
| SD-19                    | STUDENT RECORDS  | FEBRUARY 1977                            |  |  |   |
| ITEM NO.                 | RECORDS SERIES-TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION   | RETENTION  | DISPOSITION/REMARKS   |
| 4.                       | SPECIAL, HANDICAPPED & GIFTED STUDENT SERVICES RECORDS - These records originate as reports written by Student Services workers or other authorized school personnel for the express use of other professionals within the agency. Includes teacher or counselor observations, verified reports of serious or recurrent behavioral problems, and selected health data. Used to assess student for placement in special programs.             | OFM                                      | District Special Student Services Director to the extent that the Special Student Files are kept separate from the Student Cumulative Records. | 5 years after provision of educational service has ended (5 years after graduation or withdrawal) or 5 years after student has attained the age of 21. | SUGGESTED PROCEDURE: Special, Handicapped & Gifted Student Services records should be separated from the Student Cumulative Records folder as per the limited access provisions of the Family Educational Rights Privacy Act. |
| 5.                       | STUDENT DISCIPLINE RECORDS - These reports are prepared by school principals under the requirements of the Office of Civil Rights (Title IX Section 901(a)). The report includes a description of the violation in terms of the school's Student Rights and Responsibilities Code, legal rights to appeal, the nature of the disciplinary action involved, the sex and race of the student, the signatures of the principal and the student. | OFM                                      | School Principal, Office of Civil Rights   | 2 years  |   |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |  | STATE ARCHIVIST  |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |  | <i>[Signature]</i>   |   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER   | TITLE  | DATE                                     | PAGE 1 OF 1 PAGES                               |  |  |
|---|--|--|---|--|--|
| SD-20A  | SPI REPORTS/ACCREDITATION/APPORTIONMENT APPROVAL                           | MARCH 1978                               |   |  |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION                                       | CLASS                                    | DISTRIBUTION                                    | RETENTION  | DISPOSITION/REMARKS                                  |
| 1.  | C-300 ANNUAL SCHOOL DISTRICT REPORT FOR ACCREDITATION                      | OFM                                      | Sch. Dist. Offices<br>State Board of Ed.        | Until superseded<br>Until superseded                     | (OPTIONAL) First issued 1971-72<br>Suspended 1977-78 |
| 2.  | C-303 SCHOOL DISTRICT REPORT FOR APPROVAL FOR THE PURPOSE OF APPORTIONMENT | OFM                                      | Sch. Dist. Offices<br>SPI<br>State Board of Ed. | Until superseded<br>Until superseded<br>Until superseded | First issued 1971-72                                 |
| <div style="font-size: 4em; color: red; opacity: 0.5; pointer-events: none;">SUPERSEDED</div> |  |  |   |  |  |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |  |
| <i>[Signature]</i>  |  | <i>[Signature]</i>                       |   | <i>[Signature]</i>                                       |  |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER | TITLE  | DATE       | PAGE 1 OF 1 PAGES       |                                      |   |
|-----------------|--|------------|-------------------------|--------------------------------------|---|
| SD-20B          | SPI REPORTS/ADULT BASIC EDUCATION  | MARCH 1978 |                         |                                      |   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS      | DISTRIBUTION            | RETENTION                            | DISPOSITION/REMARKS                       |
| 1.              | F-115 ADULT BASIC EDUCATION CLAIM  | OPR        | School District<br>SPI  | 7 years<br>7 years                   | First issued 1970-71                      |
| 2.              | P-173 CONTINUING SURVEY OF ENROLLEES IN ADULT BASIC EDUCATION PROGRAMS                 | OFM        | School District<br>SPI  | Until superseded<br>3 years          | First issued 1970-71 (previously OE 3081) |
| 3.              | M-220 ADULT BASIC EDUCATION LIST OF MATERIALS  | OFM        | School District<br>SPI  | 1 year<br>1 year                     | First issued 1970-71 (deleted 1976-77)    |
| 4.              | D-227 ADULT EDUCATION - APPLICATION FOR CERTIFICATE OF EDUCATIONAL COMPETENCE          | OFM<br>OPR | School District<br>SPI  | 5 year<br>Permanent                  | First issued 1970-71                      |
| 5.              | E-258 FINANCIAL STATUS REPORT FOR ADULT BASIC EDUCATION                                | OPR        | School District<br>SPI  | 7 years<br>7 years                   | First issued 1970-71                      |
| 6.              | C-259A APPLICATION FOR ALLOTMENT ADULT BASIC EDUCATION                                 | OPR        | School District<br>SPI  | 7 years<br>7 years                   | First issued 1970-71                      |
| 7.              | M-736 MONTHLY ATTENDENCE FOR TITLE XX INDO-CHINESE REFUGEE CONTINUING EDUCATION COURSE | OFM        | School District<br>DSHS | 1 year<br>3 years                    | First issued 1976-77                      |
| 8.              | M-738 APPLICATION FOR APPROVAL OF ADULT BASIC EDUCATION COURSES                        | OPR        | School District<br>SPI  | 7 years<br>7 years                   | First issued 1976-77                      |
| 9.              | F-774 COMMUNITY EDUCATION PROGRAM STATUS & ROSTER UPDATE                               | OFM        | School District<br>SPI  | Until superseded<br>Until superseded | First issued 1977-78                      |


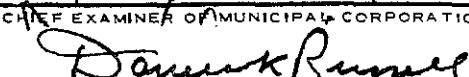
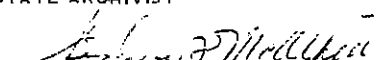
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FOR THE ATTORNEY GENERAL

FOR THE EXAMINER OF MUNICIPAL CORPORATIONS

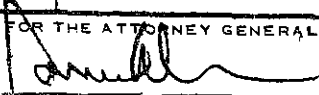
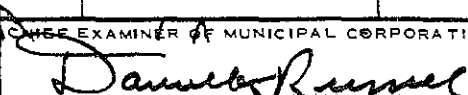
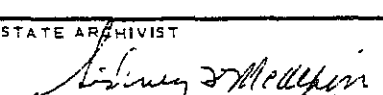
STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE  | OF   | PAGES   |
|---|--|--|---|--|---|
| SD-20C  | SPI REPORTS/BUDGET   | MARCH 1978   | 1   | OF   | 3   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION  | RETENTION  | DISPOSITION/REMARKS   |
| 1.  | PRELIMINARY BUDGET REPORT:<br><br>F-194 PRELIMINARY BUDGET<br><br>F-201 CHECKLIST FOR REVIEW OF PRE-LIMINARY BUDGET<br><br>F-205 PRELIMINARY BUDGET REVIEW REPORT  | OFM  | School District<br><br>EDS<br><br>SPI                                   | Until superseded by final budget package<br>Until superseded by final budget package<br>Until superseded by final budget package | Package first issued 1971-72 (deleted 1977-78) (previously A-17-A)<br><br>(previously A-17-B-2)<br><br>(previously A-17-B-1)  |
| 2.  | FINAL BUDGET REPORT:<br><br>F-195 FINAL BUDGET<br><br>F-202 CHECKLIST FOR REVIEW OF FINAL BUDGET<br><br>F-203 REPORT OF ESTIMATED ANNUAL ENROLLMENT AND COMPUTED WEIGHTED ENROLLMENT<br><br>F-204 COMPUTATION OF ESTIMATED PER PUPIL SUPPORT FROM LOCAL AND STATE LEVELS<br><br>F-752 PETITION FOR APPROVAL TO INCLUDE RECEIVABLE COLLECTABLE IN BUDGET (OPTIONAL) | OPR<br>OFM   | School Board Minutes<br>School District<br>ESD<br>SPI<br>County Auditor | Permanent<br>Until after audit<br>3 years<br>7 years<br>1 year   | Package first issued 1971-72 (previously A-17-B)<br><br>(previously A-17-B-3)<br><br>(previously A-17-1/A)<br><br>(previously A-17-1/C, deleted 1977-78 replaced by F-203)<br><br>F-752 first issued 1976-77 (sample form - may or may not be used) |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |   | STATE ARCHIVIST  |   |
|  |  |  |   |   |   |

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 2 OF 3 PAGES  |   |   |
|---|--|--|--|---|---|
| SD-20C  | SPI REPORTS/BUDGET   | MARCH 1978   |  |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION   | RETENTION   | DISPOSITION/REMARKS   |
| 3.  | F-196 (A, B & C) ANNUAL SCHOOL DISTRICT BUDGET REPORT:<br><br>PART I - REVENUE<br>PART II - EXPENDITURES<br>PART III - COST ACCOUNTING | OFM  | School District<br>ESD<br>SPI  | 2 years<br>3 years<br>7 years   | First issued 1970-71<br>(previously A-57-1)   |
| 4.  | F-198 MONTHLY BUDGET STATUS REPORT   | OFM  | School District  | Until superseded  | *Optional unless budget extension requested<br>First issued 1971-72 (previously MFD -1) |
| 5.  | F-199 CONSOLIDATED BALANCE SHEET   | OFM  | School District  | Until superseded  | *Optional unless budget extension requested<br>First issued 1971-72 (previously MFD -2) |
| 6.  | F-200 REQUEST FOR BUDGET EXTENSION   | OPR  | School District<br>ESD<br>SPI<br>State Auditor<br>County Auditor<br>County Treasurer | 7 years<br>3 years<br>7 years<br>7 years<br>7 years<br>7 years                              | First issued 1971-72 (previously IBD-1)   |
| 7.  | F-481 COMPUTATION OF ESTIMATED AMOUNT DUE AND ACTUAL AMOUNT DUE HIGH SCHOOL DISTRICT FOR EDUCATING PUPILS FROM NON-HIGH DISTRICTS      | OFM  | School District<br>ESD<br>SPI<br>County Auditor<br>County Treasurer                  | Until after audit<br>Until after audit<br>3 years<br>Until after audit<br>Until after audit | First issued 1972-73 (previously F-453)   |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |  | STATE ARCHIVIST   |   |
|  |  |  |  |        |   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER   | TITLE  | DATE                                     | PAGE 3 OF 3 PAGES             |   |                      |
|---|--|--|-------------------------------|---|----------------------|
| SD-20C  | SPI REPORTS/BUDGET   | MARCH 1978                               |                               |   |                      |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                  | RETENTION   | DISPOSITION/REMARKS  |
| 8.  | F-658 REPORT OF PAYMENT TO FIRE DISTRICTS                                    | OFM<br>OPR                               | School District<br>ESD<br>SPI | Until after audit<br>Until after audit<br>7 years   | First issued 1975-76 |
| 9.  | F-698 APPLICATION FOR WEIGHTING FOR A REMOTE SCHOOL WITHIN A SCHOOL DISTRICT | OFM<br>OPR                               | School District<br>ESD<br>SPI | Until notification<br>Until notification<br>7 years | First issued 1974-75 |
| 10.   | F-780 LEVY LID CALCULATION WORK-SHEET  | OFM                                      | School District<br>SPI        | 1 year<br>3 years                                   | First issued 1977-78 |
| <div style="font-size: 4em; color: red; opacity: 0.5; pointer-events: none;">SUPERSEDED</div> |  |  |                               |   |                      |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                               | STATE ARCHIVIST                                     |                      |
| <i>[Signature]</i>  |  | <i>[Signature]</i>                       |                               | <i>[Signature]</i>                                  |                      |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
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| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE                   |  |   |
|--------------------------|--|--|------------------------|--|---|
| SD-20D                   | SPI REPORTS/ELEMENTARY SECONDARY EDUCATION ACT PROGRAMS  | MARCH 1978                               | 1 OF 6 PAGES           |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS   |
| 1.                       | F-124 APPLICATION FOR GRANT/ESEA TITLE IV PART C   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1970-71 (previously FBA 83)<br>Program previously Title III                        |
| 2.                       | F. 225A APPLICATION FOR GRANT/ESEA TITLE I MIGRANT - SUMMER PROGRAM  | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1972-73<br>Deleted 1977-78 (previously F-175)<br>*Replaced by F-747 (see item #26) |
| 3.                       | ESEA COMPREHENSIVE APPLICATION (Discontinued Package)<br><br>F-149A COMPREHENSIVE PROGRAM APPLICATION FOR FISCAL YEAR<br><br>C-230B FUND SOURCE FACE SHEET - TITLE IV, PART B<br><br>C-230C FUND SOURCE FACE SHEET - TITLE IV, PART C<br><br>C-230M FUND SOURCE FACE SHEET - TITLE I, MIGRANT<br><br>C-230R FUND SOURCE FACE SHEET - TITLE I, PART A AND NED | OPR                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1975-76<br>Deleted 1977-78<br>*Replaced by Current Package (See Item #26)          |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST  |   |

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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER | TITLE  | DATE       | PAGE 2 OF 6 PAGES      |  |   |
|-----------------|--|------------|------------------------|--|---|
| SD-20D          | SPI REPORTS/ELEMENTARY SECONDARY EDUCATION ACT PROGRAMS                  | MARCH 1978 |                        |  |   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                                     | CLASS      | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS   |
| 4.              | F-263 TRANSFER OF UNEXPENDED ESEA TITLE I FUNDS FROM PREVIOUS YEAR       | OFM        | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1971-72<br>Deleted 1977-78   |
| 5.              | P-334 CERTIFICATE OF PUPIL ELIGIBILITY - MIGRANT EDUCATION PROGRAM       | OPR        | School District        | 5 years or until after Fed. audit                                      | First issued 1971-72  |
| 6.              | M-337 EQUIPMENT INVENTORY - MIGRANT EDUCATION PROGRAMS                   | OFM        | School District<br>SPI | Until superseded<br>Until superseded                                   | First issued 1971-72  |
| 7.              | M-480 LOCAL SUMMARY OF ESEA TITLE I PROGRAMS                             | OFM        | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1972-73<br>Deleted 1977-78   |
| 8.              | M-487 TITLE I PART B LETTER OF INTENT REVIEW FORM                        | OFM        | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1973-74<br>Deleted 1976-77<br>*Replaced by F-744-48 (see item #30) |
| 9.              | F-510 ANNUAL REPORT FOR ESEA TITLE III FROM PROJECT MANAGERS             | OFM        | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1973-74<br>Deleted 1975-76   |
| 10.             | F-579 TITLE I APPLICATION REVIEW CHECKLIST "APPLICATION FOR GRANT F-149" | OFM        | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1974-75<br>Deleted 1976-77<br>*Replaced by F-580                   |

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CLERK EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER             | TITLE   | DATE                                     | PAGE 3 OF 6 PAGES      |  |   |
|-----------------------------|---|--|------------------------|--|---|
| SD-20D                      | SPI REPORTS/ELEMENTARY SECONDARY EDUCATION ACT PROGRAMS                       | MARCH 1978                               |                        |  |   |
| ITEM NO.                    | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS   |
| 11.                         | F-580 TITLE I INSTRUCTION COMPONENT REVIEW CHECKLIST (F-745B)                 | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1974-75  |
| 12.                         | F-581 ESEA TITLE I INVENTORY REPORT FOR FISCAL YEAR                           | OFM                                      | School District        | 5 years or until after Fed. audit                                      | First issued 1974-75  |
| 13.                         | F-582 REQUEST FOR AUTHORITY TO DISPOSE OF ESEA TITLE I                        |  |                        |  | First issued 1974-75  |
| 13.                         | F-583 REPORT OF DISPOSAL OF ESEA TITLE I EQUIPMENT                            | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1974-75  |
| 14.                         | F-597 UNEXPENDED OR UNENCUMBERED FUNDS FOR MIGRANT CHILDREN EDUCATION PROJECT | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1974-75<br>Deleted 1977-78                       |
| 15.                         | F-623 END-OF-PROJECT REPORT - TITLE I, ESEA - MIGRANT                         | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1975-76<br>Deleted 1977-78<br>*Replaced by F-757 |
| FOR THE ATTORNEY GENERAL    |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST  |   |
| <i>James H. [Signature]</i> |   | <i>Daniel R. [Signature]</i>             |                        | <i>Lilroy J. McAlpin</i>   |   |

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**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 4 OF 6 PAGES      |  |   |
|--------------------------|--|--|------------------------|--|---|
| SD-20D                   | SPI REPORTS/ELEMENTARY SECONDARY EDUCATION ACT PROGRAMS  | MARCH 1978                               |                        |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS   |
| 16.                      | F-626 STATEMENT OF AGREEMENT COVERING RECEIPT AND EXPENDITURE OF TITLE I & MIGRANT EDUCATION FUNDS | OPR                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1975-76  |
| 17.                      | F-667 ESEA TITLE I MONITORING FORM   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1975-76  |
| 18.                      | F-674 SPECIAL INCENTIVE ESEA TITLE I, PART B APPLICATION   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77  |
| 19.                      | M-683 NO WIDE VARIANCE COMPUTATION   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77  |
| 20.                      | F-693 NOMINATION FOR ESEA TITLE I STATE ADVISORY BOARD   | OFM                                      | School District<br>SPI | Until superseded<br>Until superseded                                   | First issued 1976-77  |
| 21.                      | F-696 FINAL PERFORMANCE REPORT - SPECIAL GRANT ESEA TITLE II                                       | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1975-76<br>Deleted 1977-78<br>(previously SS-18) |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST  |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                        | <i>[Signature]</i>   |   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 5 OF 6 PAGES      |  |   |
|--------------------------|--|--|------------------------|--|---|
| SD-20D                   | SPI REPORTS/ELEMENTARY SECONDARY EDUCATION ACT PROGRAMS  | MARCH 1978                               |                        |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS   |
| 22.                      | F-700 MAINTENANCE OF EFFORT - ESEA TITLE I   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77<br>Deleted 1977-78<br>(previously F-149A)<br>*Replaced by F-745D |
| 23.                      | M-719 MIGRANT PROGRAM IMPLEMENTATION REPORT TITLE I  | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77  |
| 24.                      | M-722 WASHINGTON STATE MIGRANT EDUCATION PROGRAM MONITORY INSTRUMENT   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77  |
| 25.                      | F-731 ESEA TITLE I IMPLEMENTATION REPORT   | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77  |
| 26.                      | ESEA COMPREHENSIVE APPLICATION<br><br>F-744 COMPREHENSIVE PROGRAM APPLICATION - PART I DATA SUMMARY AND ASSURANCES<br><br>F-745A PART 2 TITLE I REGULAR PART A, N & D, PART B PUBLIC LAW 874 LRH | OPR                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1977-78<br>*Replaces F-149A, F-225A, & C-230B, C, M & R                  |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST  |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                        | <i>[Signature]</i>   |   |

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**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER<br>SD-20D |   | TITLE<br>SPI REPORTS/ELEMENTARY SECONDARY EDUCATION ACT PROGRAMS |                        |  | DATE<br>MARCH 1978  | PAGE 6 OF 6 PAGES |
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| ITEM NO.                  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS  | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS   |                   |
|                           | F-745B ESEA TITLE I INSTRUCTIONAL COMPONENT DRD   |  |                        |  |   |                   |
|                           | F-745C ESEA TITLE I ADMINISTRATION/SUPPORT ORD  |  |                        |  |   |                   |
|                           | F-746 ESEA TITLE I ADENDA - PUBLIC LAW 874, LOW RENT HOUSING  |  |                        |  |   |                   |
|                           | F-747 PART II, TITLE I MIGRANT  |  |                        |  |   |                   |
|                           | F-748 PART II, TITLE IV PART B  |  |                        |  |   |                   |
| 27.                       | M-749 ESEA TITLE I EVALUATION (YEAR END REPORT)   | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77  |                   |
| 28.                       | MIGRANT PROGRAM EVALUATION REPORTS<br>M-755A YEAR END EVALUATION REPORT<br>M-755B SUMMER SCHOOL EVALUATION REPORT<br>M-755C END OF YEAR EVALUATION - WRAT TEST DATA | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77<br>Deleted 1977-78<br>*Replaced by M-757 |                   |
| 29.                       | M-757 TITLE I MIGRANT PROGRAM EVALUATION  | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1977-78  |                   |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS                         |                        |  | STATE ARCHIVIST   |                   |
| <i>[Signature]</i>        |   | <i>[Signature]</i>   |                        |  | <i>[Signature]</i>  |                   |

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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 2 PAGES             |  |  |
|--------------------------|---|--|-------------------------------|--|--|
| SD-20E                   | SPI REPORTS/ENROLLMENT  | MARCH 1978                               |                               |  |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                  | RETENTION  | DISPOSITION/REMARKS  |
| 1.                       | P-105A SCHOOL ENROLLMENT REPORT (MINORITY)  | OFM                                      | School District<br>ESD<br>SPI | Until superseded<br>Until superseded<br>Until superseded | First issued 1971-72 (previously M-70-S)   |
| 2.                       | P-210 REPORT OF GRADUATES, DROPOUTS AND PUPILS ON TAX EXEMPT PROPERTY   | OPR                                      | School District<br>ESD<br>SPI | 7 years<br>7 years<br>7 years                            | First issued 1970-71 (previously A-52)   |
| 3.                       | P-213 REPORT OF HIGH SCHOOL PUPILS RESIDING IN NON-HIGH DISTRICTS   | OPR                                      | School District<br>ESD<br>SPI | 7 years<br>7 years<br>7 years                            | First issued 1970-71 (previously A-60)   |
| 4.                       | MONTHLY ENROLLMENT REPORTS<br><br>P-223 MONTHLY REPORT OF SCHOOL DISTRICT ENROLLMENT<br><br>P-223H MONTHLY REPORT OF HANDICAPPED ENROLLMANT<br><br>P-223N MONTHLY REPORT OF NON-RESIDENT ENROLLMENT - INTERDISTRICT COOPERATIVE<br><br>P-240 FINAL ENROLLMENT REPORT OF PRIVATE SCHOOL STUDENTS ATTENDING PUBLIC SCHOOL PART TIME | OPR                                      | School District<br>ESD<br>SPI | 7 years<br>7 years<br>7 years                            | First issued 1971-72 (previously M-70)<br><br>P-223H First Issued 1977-78 (previously P-653) |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                               | STATE ARCHIVIST  |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                               | <i>[Signature]</i>                                       |  |

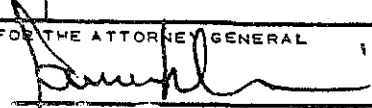
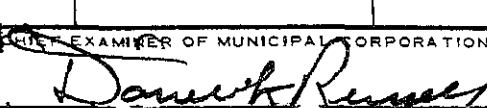
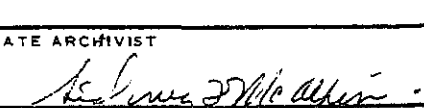
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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER   | TITLE   | DATE                                     | PAGE 2 OF 2 PAGES             |   |                      |
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| SD-20E  | SPI REPORTS/ENROLLMENT  | MARCH 1978                               |                               |   |                      |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION                  | RETENTION   | DISPOSITION/REMARKS  |
| 5.  | P-640 REPORT OF ACTUAL DAYS OF ATTENDANCE FOR COMPUTING AVERAGE DALY ATTENDANCE (ADA) | OFM                                      | School District<br>ESD<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1975-76 |
| 6.  | M-750 SECONDARY SCHOOL COURSE ENROLLMENT REPORT                                       | OFM                                      | School District<br>SPI        | until superseded<br>until superseded  | First issued 1977-78 |
| <div style="font-size: 4em; color: red; opacity: 0.5; pointer-events: none;">SUPERSEDED</div> |   |  |                               |   |                      |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                               | STATE ARCHIVIST   |                      |
| <i>[Signature]</i>  |   | <i>[Signature]</i>                       |                               | <i>[Signature]</i>  |                      |

WASHINGTON STATE SCHOOL DISTRICT  
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 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 1 OF 4 PAGES      |  |  |
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| SD-20F  | SPI REPORTS/FACILITIES & SCHOOL CONSTRUCTION   | MARCH 1978   |                        |  |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS                    |
| 1.  | B-388 SUMMARY REPORT OF INSTRUCTIONAL ROOMS  | OFM  | School District<br>SPI | Until superseded<br>Until superseded   | First issued 1972-73                   |
| 2.  | B-389 INVENTORY OF PERMANENT SCHOOL FACILITIES   | OFM  | School District<br>SPI | Until superseded<br>Until superseded   | First issued 1972-73                   |
| 3.  | B-389A INVENTORY OF TEMPORARY SCHOOL FACILITIES  | OFM  | School District<br>SPI | Until superseded<br>Until superseded   | First issued 1972-73                   |
| 4.  | BUILDING CONSTRUCTION REPORTS. THESE REPORTS ARE INTERDEPENDENT & WILL BE FILED & USED AS A UNIT & THEREBY FORM A COMPOSIT RECORDS SERIES WHICH DOCUMENTS THE APPROVAL AND CONSTRUCTION OF THE BUILDING INVOLVED | OPR  | School District<br>SPI | 7 years after completion of building & the contracts involved<br>7 years after completion of building & the contracts involved |  |
|   | F-267 LOCALLY FINANCED SUPPLEMENTAL COSTS TO SCHOOL BUILDING PROJECT   |  |                        |  | First issued 1971-72 (deleted 1977-78) |
|   | B-531 NOTICE OF INTENT TO FILE APPLICATION FOR STATE ASSISTANCE IN SCHOOL BUILDING CONSTRUCTION  |  |                        |  | First issued 1973-74 (previously B-1)  |
|   | B-532 TRANSMITTAL OF APPLICATION FOR STATE ASSISTANCE IN SCHOOL BUILDING CONSTRUCTION  |  |                        |  | First issued 1973-74 (previously B-2)  |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                        | STATE ARCHIVIST  |  |
|  |  |  |                        |   |  |

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 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 2 OF 4 PAGES |                    |  |
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| SD-20F                   | SPI REPORTS/FACILITIES & SCHOOL CONSTRUCTION  | MARCH 1978                               |                   |                    |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION      | RETENTION          | DISPOSITION/REMARKS                    |
|                          | B-533 APPLICATION FOR STATE ASSISTANCE IN SCHOOL BUILDING CONSTRUCTION - PART ONE   |  |                   |                    | First issued 1973-74 (previously B-3A) |
|                          | B-534 APPLICATION FOR STATE ASSISTANCE IN SCHOOL BUILDING CONSTRUCTION - PART TWO   |  |                   |                    | First issued 1973-74 (previously B-3B) |
|                          | B-535 CERTIFICATION OF FINANCIAL STATUS OF SCHOOL DISTRICT                          |  |                   |                    | First issued 1973-74 (previously B-3C) |
|                          | B-536 AUTHORIZATION TO PREPARE FINAL PLAN & SPECIFICATIONS                          |  |                   |                    | First issued 1973-74 (previously B-4)  |
|                          | B-537 ARCHITECT'S CERTIFICATION OF FINAL PLAN, SPECIFICATIONS & FINAL COST ESTIMATE |  |                   |                    | First issued 1973-74 (previously B-5)  |
|                          | B-538 PRELIMINARY ALLOTMENT OF STATE FUNDS  |  |                   |                    | First issued 1973-74 (previously B-6)  |
|                          | B-539 STATEMENT OF PROJECT COST & TRANSMITTAL OF BID DOCUMENTS                      |  |                   |                    | First issued 1973-74 (previously B-7)  |
|                          | B-540 FINAL ALLOTMENT OF STATE FUNDS  |  |                   |                    | First issued 1973-74 (previously B-8)  |
|                          | B-541 APPROVAL OF REVISED COSTS AND/OR FINANCING OF SCHOOL BUILDING PROJECT         |  |                   |                    | First issued 1973-74 (previously B-8A) |
| FOR THE ATTORNEY GENERAL |   | CLERK EXAMINER OF MUNICIPAL CORPORATIONS |                   | STATE ARCHIVIST    |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                   | <i>[Signature]</i> |  |

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| SCHEDULE NUMBER          | TITLE  | DATE                                     | PAGE 3 OF 4 PAGES              |  |   |
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| SD-20F                   | SPI REPORTS/FACILITIES & SCHOOL CONSTRUCTION   | MARCH 1978                               |                                |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                                    | DISTRIBUTION                   | RETENTION  | DISPOSITION/REMARKS                             |
|                          | F-717A APPLICATION FOR PAYMENT INVOICE VOUCHER FOR PAYMENT OF FUNDS TO CONTRACTOR  |  |                                |  | First issued 1976-77                            |
|                          | F-717B ESTIMATE OF WORK COMPLETED  |  |                                |  | First issued 1976-77                            |
|                          | F-718 APPLICATION FOR PAYMENT INVOICE VOUCHER FOR PAYMENT OF FUNDS TO ARCHITECT  |  |                                |  | First issued 1976-77                            |
| 5.                       | B-572 SCHOOL CONSTRUCTION AND/OR MODERNIZATION PROJECTS FOR THE BIENNIUM   | OFM                                      | School District<br>SPI         | 2 years<br>2 years   | First issued 1975-77 biennium (deleted 1977-78) |
| 6.                       | RELOCATABLE BUILDING CONSTRUCTION REPORTS<br><br>THESE REPORTS ARE INTERDEPENDENT & WILL BE FILED & USED AS A UNIT & THEREBY FORM A COMPOSIT RECORD SERIES WHICH DOCUMENTS THE APPROVAL & CONSTRUCTION OF THE RELOCATABLE BUILDING INVOLVED<br><br>B-659 APPLICATION FOR STATE ASSISTANCE IN CONSTRUCTION OF RELOCATABLE BUILDINGS<br><br>B-660 PRELIMINARY ALLOTMENT OF STATE FUNDS FOR RELOCATABLE BUILDINGS | OPR                                      | School District<br><br><br>SPI | 7 years after completion of building and termination of contracts involved<br>7 years after completion of building and termination of contracts involved | First issued 1975-76                            |
| FOR THE ATTORNEY GENERAL |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                                | STATE ARCHIVIST  |   |
| <i>[Signature]</i>       |  | <i>[Signature]</i>                       |                                | <i>[Signature]</i>   |   |

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| SD-20F          | SPI REPORTS/FACILITIES & SCHOOL CONSTRUCTION  | MARCH 1978 |                            |   |                      |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS      | DISTRIBUTION               | RETENTION   | DISPOSITION/REMARKS  |
| 7.              | B-661 STATE OF PROJECT COST AND TRANSMITTAL OF BID DOCUMENTS FOR RELOCATABLE BUILDINGS<br><br>B-740 CONTEMPLATED STATE PAYMENT SCHEDULE | OFM        | School District<br><br>SPI | Until superseded or until completion of payment<br><br>2 years after superseded | First issued 1976-77 |
| 8.              | B-751 CERTIFICATION OF SCHOOL DISTRICT PAYMENTS FOR FURNITURE AND/OR EQUIPMENT  | OPR        | School District<br>SPI     | 7 years<br>7 years  | First issued 1976-77 |

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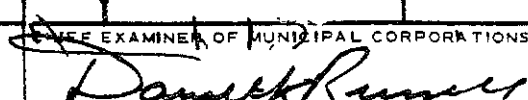
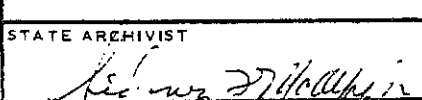
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
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| SCHEDULE NUMBER   | TITLE                                       | DATE   | PAGE                   |   |  |
|---|---|--|------------------------|---|--|
| SD-20G  | SPI REPORTS/FEDERAL PROGRAMS BUDGET REPORTS | MARCH 1978   | 1 OF 1 PAGES           |   |  |
| ITEM NO   | RECORDS SERIES TITLE AND DESCRIPTION        | CLASS  | DISTRIBUTION           | RETENTION   | DISPOSITION/REMARKS  |
| 1.  | F-125 PROJECT BUDGET SUMMARY                | OPR  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | *Items contained in this section relate to all Federal Programs.<br>First issued 1970-71 |
| 2.  | F-146 INVOICE VOUCHER                       | OPR  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1970-71   |
| 3.  | F-147 LOCAL PROJECT RECORD                  | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1970-71   |
| 4.  | F-148 DETAILED PROJECT EXPENSE DISTRIBUTION | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1970-71   |
| 5.  | F-504 INDIRECT COST CONCURRENCE             | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1973-74   |
| 6.  | F-587 REQUEST FOR PROJECT REVISION          | OPR  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1973-74   |
| FOR THE ATTORNEY GENERAL  |   | CLERK EXAMINER OF MUNICIPAL CORPORATIONS   |                        | STATE ARCHIVIST   |  |
|  |   |  |                        |  |  |

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| SCHEDULE NUMBER |  | TITLE                     |                        |  | DATE   | PAGE 1 OF 3 PAGES |
|-----------------|--|---------------------------|------------------------|--|--|-------------------|
| SD-20H          |  | SPI REPORTS/FOOD SERVICES |                        |  | MARCH 1978   |                   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS                     | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS  |                   |
| 1.              | M-150A DISTRIBUTION SCHEDULE FOR SHIPMENT OF COMMODITIES (FROZEN FOOD)   | OFM                       | School District<br>SPI | 1 year<br>1 year   | First issued 1971-72   |                   |
| 2.              | M-150B DISTRIBUTION SCHEDULES FOR SHIPMENT OF COMMODITIES (NON-FROZEN FOOD)  | OFM                       | School District<br>SPI | 1 year<br>1 year   | First issued 1971-72   |                   |
| 3.              | M-177 NON-FOOD ASSISTANCE APPLICATION - AGREEMENT WITH SPI DESIGNED TO PROVIDE FUNDING TO BUY FOOD SERVICE EQUIPMENT ACCORDING TO THE NUMBER OF DISADVANTAGED STUDENTS | OPR                       | School District<br>SPI | Reimbursement +<br>7 years<br>Reimbursement +<br>7 years   | If not reimbursed, retain 3 years.<br>First issued 1971-72   |                   |
| 4.              | M-192 (A, B & C) COMMODITY INVENTORY REPORT  | OFM                       | School District<br>SPI | 1 year/or until<br>after audit if<br>no other inven-<br>tory<br>1 year/or until<br>after audit if<br>no other inven-<br>tory | First issued 1971-72   |                   |
| 5.              | M-193 COMMODITY OFFER SHEET (OFFER, ACCEPTANCE AND RECEIPT)  | OFM                       | School District<br>SPI | 3 years<br>3 years   | *Items #5-12 & 16 fall under Federal Requirement Section 7, Chap. 246, Laws of 1957.<br>First issued 1971-72 |                   |

FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 2 OF 3 PAGES      |  |   |
|--------------------------|---|--|------------------------|--|---|
| SD-20H                   | SPI REPORTS/FOOD SERVICES   | MARCH 1978                               |                        |  |   |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION           | RETENTION                                      | DISPOSITION/REMARKS   |
| 6.                       | M-280 STATE SCHOOL DISTRICT FOOD SERVICES AGREEMENT   | OPR                                      | School District<br>SPI | Termination + 7 years<br>Termination + 7 years | First issued 1971-72  |
| 7.                       | M-280A NATIONAL SCHOOL LUNCH, USDA COMMODITY & SCHOOL BREAKFAST PROGRAM (SCHEDULE "A")<br><br>M-280B NATIONAL SCHOOL LUNCH, USDA SPECIAL MILK PROGRAM (SCHEDULE "B")<br><br>M-280C NATIONAL SCHOOL LUNCH, USDA FREE AND REDUCED PRICE POLICY STATEMENT (SCHEDULE "C") | OFM                                      | School District<br>SPI | until after audit<br>until after audit         | First issued 1971-72<br>*USDA SCHOOL LUNCH PROGRAMS AUDITED BY STATE EXAMINER |
| 8.                       | M-285 NONFOOD ASSISTANCE PROGRAM - CLAIM FOR REIMBURSEMENT OF PROJECT   | OFM                                      | School District<br>SPI | until after audit<br>until after audit         | First issued 1971-72  |
| 9.                       | M-305 SPECIAL MILK PROGRAM CLAIM FOR REIMBURSEMENT  | OFM                                      | School District<br>SPI | until after audit<br>until after audit         | First issued 1971-72  |
| 10.                      | M-323 ESTIMATE OF NUMBER OF CHILDREN ELIGIBLE FOR FREE AND REDUCED PRICE LUNCHESES  | OFM                                      | School District<br>SPI | until after audit<br>until after audit         | First issued 1971-72  |
| 11.                      | M-324 REQUEST FOR CORRECTION-SCHOOL LUNCH/MILK CLAIM FOR REIMBURSEMENT  | OFM                                      | School District<br>SPI | until after audit<br>until after audit         | First issued 1971-72  |
| 12.                      | M-327 REPORT OF OUT-OF-CONDITION USDA COMMODITY (SPOILED COMMODITIES)   | OFM                                      | School District<br>SPI | until after audit<br>until after audit         | First issued 1971-72  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST                                |   |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                        | <i>[Signature]</i>                             |   |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER | TITLE  | DATE       | PAGE 3 OF 3 PAGES      |  |  |
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| SD-20H.         | SPI REPORTS/FOOD SERVICES                                | MARCH 1978 |                        |  |  |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                     | CLASS      | DISTRIBUTION           | RETENTION                              | DISPOSITION/REMARKS                                |
| 13.             | M-346 FOOD SERVICES VISITATION REPORT (AUDIT CHECKLIST)  | OFM        | School District<br>SPI | Until superseded<br>3 years            | First issued 1972-73                               |
| 14.             | F-398 SCHOOL LUNCH & BREAKFAST PROGRAM FOR REIMBURSEMENT | OFM        | School District<br>SPI | Until after audit<br>Until after audit | First issued 1972-73<br>(previously F-304 & F-309) |
| 15.             | M-647 USDA COMMODITY INVOICE                             | OPR        | School District<br>SPI | 7 years<br>7 years                     | First issued 1975-76                               |

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CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

*James H. Brown*

*Daniel R. Jones*

*Henry J. McAllen*

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE                   | OF                                   | PAGES                |
|--------------------------|---|--|------------------------|--------------------------------------|----------------------|
| SD-201                   | SPI REPORTS/GIFTED STUDENT PROGRAMS   | MARCH 1978                               | 1                      | 1                                    | 1                    |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION           | RETENTION                            | DISPOSITION/REMARKS  |
| 1.                       | F-498 INVOICE VOUCHER FOR GIFTED STUDENT PROGRAMS                           | OFM<br>OPR                               | School District<br>SPI | Until after audit<br>7 years         | First issued 1973-74 |
| 2.                       | F-499 LOCAL PROJECT RECORD FOR GIFTED STUDENT PROGRAMS                      | OFM                                      | School District<br>SPI | Until after audit<br>3 years         | First issued 1973-74 |
| 3.                       | F-500 QUARTERLY PROJECT STATEMENT FOR GIFTED STUDENT PROGRAMS               | OFM                                      | School District<br>SPI | Until after audit<br>3 years         | First issued 1973-74 |
| 4.                       | F-598 WASHINGTON STATE APPLICATION FOR GIFTED STUDENT PROGRAMS              | OFM<br>OPR                               | School District<br>SPI | 2 years<br>7 years                   | First issued 1974-75 |
| 5.                       | M-783 MONTHLY CERTIFICATION OF ENROLLMENT IN GIFTED STUDENT PROGRAM COURSES | OFM                                      | School District<br>SPI | Until superseded<br>Until superseded | First issued 1977-78 |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST                      |                      |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                        | <i>[Signature]</i>                   |                      |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER | TITLE  | DATE       | PAGE 1 OF 1 PAGES                      |  |   |
|-----------------|--|------------|--|--|---|
| SD-20J          | SPI REPORTS/INSTITUTIONS   | MARCH      |  |  |   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS      | DISTRIBUTION                           | RETENTION  | DISPOSITION/REMARKS                     |
| 1.              | F-257A INSTITUTIONAL EDUCATION PRE-LIMINARY BUDGET & REQUEST FOR STATE FUNDS     | OFM        | School District<br>SPI                 | Until superseded<br>Until superseded   | First issued 1970-71<br>Deleted 1976-77 |
| 2.              | E-257B INSTITUTIONAL EDUCATION FINAL BUDGET & REQUEST FOR STATE FUNDS            | OPR<br>OFM | School Board<br>SPI<br>School District | Perm. in minutes<br>7 years<br>Until after audit                             | First issued 1970-71                    |
| 3.              | E-641 TRANSFER RECORDS OF HANDICAPPED TO LOCAL SCHOOL DISTRICT OR PRIVATE SCHOOL | OFM        | School District<br>SPI                 | 5 years or until<br>after Fed. audit<br>5 years or until<br>after Fed. audit | First issued 1975-76                    |
| 4.              | E-654 APPLICATION FOR GRANT ESEA TITLE I - HANDICAPPED                           | OPR        | School District<br>SPI                 | 7 years<br>7 years   | First issued 1975-76                    |
| 5.              | E-672 MONTHLY REPORT OF INSTITUTIONAL EDUCATION PROGRAM                          | OFM        | School District<br>SPI                 | 2 years<br>2 years   | First issued 1976-77                    |

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BRIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 1 OF 1 PAGES      |   |                      |
|--------------------------|---|--|------------------------|---|----------------------|
| SD-20K                   | SPI REPORTS/JOHNSON-O'MALLEY PROGRAMS                                       | MARCH 1978                               |                        |   |                      |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION           | RETENTION   | DISPOSITION/REMARKS  |
| 1.                       | F-168 JOHNSON-O'MALLEY INDIAN ENROLLMENT SUMMARY                            | OFM                                      | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit      | First issued 1970-71 |
| 2.                       | M-355 ORIENTATION CONFERENCE FOR ALL JOHNSON-O'MALLEY AIDS                  | OFM                                      | School District<br>SPI | Until superseded<br>Until superseded  | First issued 1972-73 |
| 3.                       | F-337 SCHOOL DISTRICT REPORT ON JOHNSON-O'MALLEY FUNDED PROJECT             | OFM                                      | School District        | 5 years or until after Fed. audit   | First issued 1971-72 |
| 4.                       | E-376 APPLICATION FOR FINANCIAL ASSISTANCE FROM INDIAN EDUCATION FUND (JOM) | OPR                                      | School District<br>SPI | 7 years after termination<br>7 years after termination                      | First issued 1972-73 |
| 5.                       | F-616 APPLICATION FOR JOHNSON-O'MALLEY INDIAN EDUCATION SUMMER PROGRAM      | OPR                                      | School District<br>SPI | 5 years or until after Fed. audit<br>7 years after termination              | First issued 1975-76 |
| 6.                       | M-758 EQUIPMENT INVENTORY JOHNSON-O'MALLEY                                  | OPR                                      | School District<br>SPI | 5 years or until after Fed. audit<br>7 years after disposition of last item | First issued 1976-77 |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                        | STATE ARCHIVIST   |                      |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |                        | <i>[Signature]</i>  |                      |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

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| SD-20L          | SPI REPORTS/RIGHT TO READ                                   | MARCH 1978 |                        |  |                      |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                        | CLASS      | DISTRIBUTION           | RETENTION  | DISPOSITION/REMARKS  |
| 1.              | C-596 STATE OF WASHINGTON LEA/SEA AGREEMENT                 | OPR        | School District<br>SPI | 7 years after termination<br>7 years after termination | First issued 1974-75 |
| 2.              | M-697 SUMMARY OF CHANGES AS RESULT OF RIGHT TO READ PROGRAM | OFM        | School District<br>SPI | 2 years<br>2 years                                     | First issued 1975-76 |

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CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

| SCHEDULE NUMBER | TITLE   | DATE       | PAGE 1 OF 4 PAGES   |  |  |
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| SD-20M          | SPI REPORTS/SCHOOL DISTRICT ORGANIZATION  | MARCH 1978 |   |  |  |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS      | DISTRIBUTION  | RETENTION  | DISPOSITION/REMARKS  |
| 1.              | M-326 REPORT ON MEMBERSHIP ON COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION  | OFM        | School District<br>County Assessor<br>County Auditor<br>County Treasurer<br>ESD<br>SPI  | Until superseded<br>Until superseded<br>Until superseded<br>Until superseded<br>Until superseded<br>Until superseded                   | First issued 1972-73   |
| 2.              | TRANSFER OF TERRITORY AND SCHOOL DISTRICT REORGANIZATION REPORTS:<br><br>M-514 PROPOSAL FOR TRANSFER OF TERRITORY<br><br>M-515 PROPOSAL FOR DISSOLUTION OF SCHOOL DISTRICT & FOR ANNEXATION OF TERRITORY<br><br>M-516 PROPOSAL FOR FORMATION OF SCHOOL DISTRICT<br><br>M-517 NOTICE OF PUBLIC HEARING ON CHANGE OF SCHOOL DISTRICT ORGANIZATION<br><br>M-520 PETITION BY REGISTERED VOTERS FOR TRANSFER OF TERRITORY<br><br>M-521 PETITION FOR FORMATION OF NEW SCHOOL DISTRICT | OPR        | School District<br>SPI<br>ESD*<br>County Auditor<br>County Assessor<br>County Treasurer | 7 years after reorg.<br>7 years after reorg.<br>7 years after reorg.<br>Until after reorg.<br>Until after reorg.<br>Until after reorg. | First issued 1973-74<br><br><br>(previously D-1)<br><br>(previously D-2)<br><br>(previously D-3)<br><br>(previously D-4)<br><br>(previously D-8)<br><br>(previously D-9) |

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FOR THE ATTORNEY GENERAL

OFFICE EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 2 OF 4 PAGES                                     |   |  |
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| SD-20M                   | SPI REPORTS/SCHOOL DISTRICT ORGANIZATION  | MARCH 1978                               |   |   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION  | RETENTION   | DISPOSITION/REMARKS                        |
| 3.                       | M-518 CERTIFICATE OF TRANSFER OF TERRITORY  | OPR                                      | School District<br>ESD<br>SPI                         | Permanent<br>Permanent<br>Permanent   | (previously D-5)                           |
|                          |   | OFM                                      | County Assessor<br>County Auditor<br>County Treasurer | Until superseded<br>Until superseded<br>Until superseded  |  |
| 4.                       | M-519 CERTIFICATE OF DISSOLUTION OF SCHOOL DISTRICT AND ANNEXATION OF TERRITORY   | OPR                                      | School District<br>ESD<br>SPI                         | Permanent<br>Permanent<br>Permanent   | (previously D-6)                           |
| 5.                       | REPORTS OF PARTICIPATION IN THE FINANCING OF HIGH SCHOOL DISTRICT BY NON-HIGH DISTRICT:<br><br>THESE REPORTS ARE INTERDEPENDENT & WILL BE FILED AND USED AS A UNIT & THEREBY FORM A COMPOSIT RECORD SERIES WHICH DOCUMENTS THE PARTICIPATION OF NON-HIGH SCHOOL DISTRICTS IN THE FINANCING OF HIGH SCHOOL FACILITIES.<br><br>M-522 NOTICE OF HEARING BY NON-HIGH SCHOOL DISTRICT IN FINANCING SCHOOL FACILITIES IN A HIGH SCHOOL DISTRICT<br><br>M-523 PROPOSAL FOR PARTICIPATION BY NON-HIGH SCHOOL DISTRICT IN FINANCING OF SCHOOL FACILITIES IN A HIGH SCHOOL DISTRICT | OPR                                      | School District<br><br>ESD<br><br>SPI                 | Completion of participation + 7 years<br>Completion of participation + 7 years<br>Completion of participation + 7 years | (previously D-11)<br><br>(previously D-12) |
|                          |   | OFM                                      | County Assessor<br>County Auditor<br>County Treasurer | Until after term<br>Until after term<br>Until after term  |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST   |  |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |   | <i>[Signature]</i>  |  |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER          | TITLE   | DATE                                     | PAGE 3 OF 4 PAGES                                     |  |                     |
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| SD-20M                   | SPI REPORTS/SCHOOL DISTRICT ORGANIZATION  | MARCH 1978                               |   |  |                     |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION  | RETENTION  | DISPOSITION/REMARKS |
|                          | M-524 CERTIFICATE OF PARTICIPATION IN FINANCING CONSTRUCTION OF HIGH SCHOOL FACILITIES  |  |   |  | (previously D-13)   |
|                          | M-526 ORDER DIRECTING THE CREDITING OF FUNDS OF NON-HIGH SCHOOL DISTRICT TO HIGH SCHOOL FACILITIES  |  |   |  | (previously D-14)   |
|                          | M-528 PARTICIPATIVE FINANCE PLAN SHEET FOR FORM B   |  |   |  | (previously D-16)   |
|                          | M-529 SUGGESTED PARTICIPATIVE FINANCE PLAN WORK SHEET - ESTIMATE ONLY   |  |   |  | (previously D-17)   |
| 6.                       | M-527 ORDER DIRECTING THE DISSOLUTION & ANNEXATION OF NON-HIGH SCHOOL DISTRICT FOR FAILURE TO FUND  | OPR                                      | School District<br>ESD<br>SPI                         | Permanent<br>Permanent<br>Permanent  | (previously D-17)   |
|                          |   | OFM                                      | County Assessor<br>County Auditor<br>County Treasurer | Until superseded<br>Until superseded<br>Until superseded                           |                     |
| 7.                       | PURCHASE OF LEASED PUBLIC LAND REPORTS - THESE REPORTS ARE INTERDEPENDENT AND WILL BE FILED & USED AS A UNIT & THEREBY FORM A COMPOSIT RECORDS SERIES WHICH DOCUMENTS THE PURCHASE OF LEASED PUBLIC LAND BY A SCHOOL DISTRICT | OPR                                      | School District<br><br>ESD<br><br>SPI                 | 7 years after purchase<br><br>7 years after purchase<br><br>7 years after purchase |                     |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |   | STATE ARCHIVIST  |                     |
| <i>[Signature]</i>       |   | <i>[Signature]</i>                       |   | <i>[Signature]</i>   |                     |


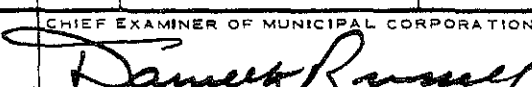
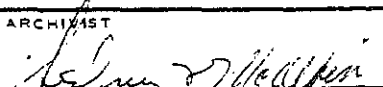
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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER   | TITLE   | DATE                                     | PAGE 4 OF 4 PAGES |                    |                     |
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| SD-20M  | SPI REPORTS/SCHOOL DISTRICT ORGANIZATION                                      | MARCH 1978                               |                   |                    |                     |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION  | CLASS                                    | DISTRIBUTION      | RETENTION          | DISPOSITION/REMARKS |
|   | M-562 NOTICE OF INTENT TO FILE APPLICATION FOR PURCHASE OF LEASED PUBLIC LAND |  |                   |                    | (previously PLP-1)  |
|   | M-563 TRANSMITTAL OF APPLICATION FOR THE PURCHASE OF LEASED PUBLIC LAND       |  |                   |                    | (previously PLP-2)  |
|   | M-564 APPLICATION FOR STATE ASSISTANCE IN THE PURCHASE OF LEASED PUBLIC LAND  |  |                   |                    | (previously PLP-3)  |
|   | M-565 STATE ASSISTANCE IN THE PURCHASE OF LEASED PUBLIC LAND                  |  |                   |                    | (previously PLP-4)  |
| <div style="font-size: 4em; color: red; opacity: 0.5; pointer-events: none;">SUPERSEDED</div> |   |  |                   |                    |                     |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS |                   | STATE ARCHIVIST    |                     |
| <i>[Signature]</i>  |   | <i>[Signature]</i>                       |                   | <i>[Signature]</i> |                     |

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
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|---|---|--|------------------------|---|---|
| SD-20N  | SPI REPORTS/SPECIAL EDUCATION                                       | MARCH 1978   | 1 OF 4 PAGES           |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION                                | CLASS  | DISTRIBUTION           | RETENTION   | DISPOSITION/REMARKS   |
| 1.  | E-130 PHYSICIANS CERTIFICATION FOR HOME/HOSPITAL INSTRUCTION        | OPR  | School District<br>SPI | 7 years<br>7 years  | First issued 1970-71 (deleted 1976-77)<br>Previously HC-RHH/DC<br>Replaced by E-310 |
| 2.  | E-157 REGISTRATION OF BLIND AS OF JANUARY 1                         | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1970-71  |
| 3.  | E-222I INITIAL HANDICAPPED REPORT                                   | OFM  | School District<br>SPI | Until superseded by E-222F<br>Until superseded by E-222F                              | First issued 1974-75  |
| 4.  | E-222R REVISED HANDICAPPED REPORT                                   | OFM  | School District<br>SPI | Until superseded by E-222F<br>Until superseded by E-222F                              | First issued 1973-74  |
| 5.  | E-222F FINAL HANDICAPPED REPORT                                     | OFM  | School District<br>SPI | 5 years or until after Fed. audit<br>5 years or until after Fed. audit                | First issued 1970-71  |
| 6.  | E-308 SPECIAL SERVICES DIRECTORY                                    | OFM  | School District<br>SPI | Until superseded<br>Until superseded  | *Optional for school district<br>First issued 1971-72                               |
| 7.  | E-310 REQUEST FOR ALLOCATION OF FUNDS FOR HOME/HOSPITAL INSTRUCTION | OPR  | School District<br>SPI | 7 years<br>7 years  | First issued 1971-72  |
| FOR THE ATTORNEY GENERAL  |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                        | STATE ARCHIVIST   |   |
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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
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| SD-20N          | SPI REPORTS/SPECIAL EDUCATION | MARCH 1978 | 2 OF 4 PAGES |

| ITEM NO. | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS      | DISTRIBUTION                           | RETENTION  | DISPOSITION/REMARKS  |
|----------|--|------------|--|--|--|
| 8.       | E-525 FINAL REPORT FOR HOME/HOSPITAL INSTRUCTION   | OPR        | School District<br>SPI                 | 7 years<br>7 years   | First issued 1972-73   |
| 9.       | E-569 APPLICATION FOR ROOM & BOARD COSTS TO COVER PLACEMENT IN APPROVED FOSTER HOME            | OPR        | School District<br>SPI                 | 7 years<br>7 years   | First issued 1973-74   |
| 10.      | E-593 APPLICATION FOR APPROVAL OF AGENCY OR INDIVIDUAL TO CONTRACT FOR SERVICES TO HANDICAPPED | OPR        | School District<br>SPI                 | 7 years after termination of approval or cert.<br>7 years after termination of approval or cert. | First issued 1973-74   |
| 11.      | E-604 COMPILATION OF AMOUNT DUE DISTRICT FOR EDUCATING HANDICAPPED                             | OPR<br>OFM | School Board<br>SPI<br>School District | Perm. in minutes<br>7 years<br>Until after state audit   |  |
| 12.      | E-653 SPECIAL EDUCATION MONTHLY STUDENT ENROLLMENT REPORT                                      | OFM        | School District<br>SPI                 | Until superseded<br>Year end report,<br>3 years  | First issued 1975-76<br>Deleted 1977-78<br>Replaced, see P-223H, Enrollment Sec. |
| 13.      | E-678A SPECIAL EDUCATION MONITORING WORKSHEET - REFERRAL PHASE                                 | OFM        | School District<br>ESD<br>SPI          | Until after audit<br>Until after audit<br>Until after audit                                      | First issued 1975-76   |
| 14.      | E-678B SPECIAL EDUCATION MONITORING WORKSHEET - ASSESSMENT PHASE                               | OFM        | School District<br>ESD<br>SPI          | Until after audit<br>Until after audit<br>Until after audit                                      |  |

SUPERSEDED

FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

| SCHEDULE NUMBER | TITLE  | DATE       | PAGE 3 OF 4 PAGES             |  |   |
|-----------------|--|------------|-------------------------------|--|---|
| SD-20N          | SPI REPORTS/SPECIAL EDUCATION  | MARCH 1978 |                               |  |   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS      | DISTRIBUTION                  | RETENTION  | DISPOSITION/REMARKS   |
| 15.             | E-678C SPECIAL EDUCATION MONITORING WORKSHEET - PLACEMENT ELIGIBILITY                  | OFM        | School District<br>ESD<br>SPI | Until after audit<br>Until after audit<br>Until after audit            | First issued 1975-76  |
| 16.             | E-679 MONITORING SUMMARY FORM FOR E-678A-C   | OFM        | School District<br>SPI<br>ESD | Until after audit<br>Until after audit<br>Until after audit            |   |
| 17.             | E-680 SPECIAL EDUCATION TITLE VI, PART B PROGRAM MONITORING                            | OFM        | School District<br>SPI        | 5 years or until after Fed. Audit<br>5 years or until after Fed. audit | First issued 1975-76  |
| 18.             | E-702 SPECIAL EDUCATION MONTHLY SUPPORT SERVICES REPORT                                | OFM        | School District<br>SPI        | Until superseded<br>2 years  | First issued 1976-77  |
| 19.             | E-712 ANNUAL SURVEY OF ATTENDANCE OF HANDICAPPED CHILDREN IN LOCAL EDUCATION AUTHORITY | OFM        | School District<br>SPI        | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77<br>Public Law 89-313<br>(previously OE-9025) |
| 20.             | E-713 LIST OF STUDENTS FOR ELIGIBLE PUPIL COUNT FOR TITLE I                            | OFM        | School District<br>SPI        | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77<br>Public Law 89-313                         |
| 21.             | E-721 HANDICAPPED CHILDREN BY AGE RECEIVING SPECIAL EDUCATION SERVICE                  | OFM        | School District<br>SPI        | 5 years or until after Fed. audit<br>5 years or until after Fed. audit | First issued 1976-77<br>Public Law 94-142                         |


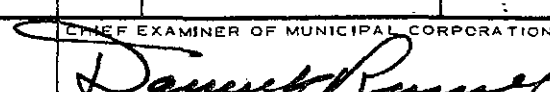
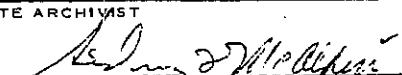
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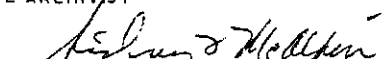
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STATE ARCHIVIST

WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

| SCHEDULE NUMBER  | TITLE   | DATE  | PAGE 4 OF 4 PAGES          |   |                      |
|--|---|---|----------------------------|---|----------------------|
| SD-20N   | SPI REPORTS/SPECIAL EDUCATION                                 | MARCH 1978  |                            |   |                      |
| ITEM NO.   | RECORDS SERIES TITLE AND DESCRIPTION                          | CLASS   | DISTRIBUTION               | RETENTION   | DISPOSITION/REMARKS  |
| 22.  | E-772I INITIAL HANDICAPPED REPORT FOR PUBLIC LAW 94-192 FUNDS | OPR   | School District<br><br>SPI | 5 years or until after Fed. audit<br><br>5 years or until after Fed. audit  | First issued 1977-78 |
| SUPERSEDED   |   |   |                            |   |                      |
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| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE                                  |   |   |
|---|--|--|---------------------------------------|---|---|
| SD-20 0   | SPI REPORTS/TRAFFIC SAFETY   | MARCH 1978   | 1 OF 2 PAGES                          |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION                          | RETENTION   | DISPOSITION/REMARKS                         |
| 1.  | M-365A APPLICATION FOR PROGRAM APPROVAL FOR TRAFFIC SAFETY EDUCATION /SCHOOL DISTRICT  | OFM<br>OPR   | School District<br>SPI                | Return to SPI<br>7 years  | First issued 1972-73                        |
|   | M-365B PROGRAM APPROVAL FOR TRAFFIC SAFETY EDUCATION/SCHOOL DISTRICT   | OFM<br>OPR   | School District<br>SPI                | Until after audit<br>7 years  | First issued 1972-73<br>Deleted 1977-78     |
| 2.  | F-592 APPLICATION FOR TRAFFIC SAFETY EDUCATION CERTIFICATION/TEACHER'S AFFIDAVIT FOR CERTIFICATION TO BE A TRAFFIC SAFETY INSTRUCTOR | OFM<br>OPR   | School District<br>SPI                | Until after teacher's term as traffic safety instructor.<br>Term of instruction + 7 years | First issued 1974-75                        |
| 3.  | M-764 TRAFFIC SAFETY EDUCATION PARENT PERMISSION STATEMENT   | OFM  | School District                       | 1 year  | First issued 1976-77<br>(previously TSE-11) |
| 4.  | M-765 A & B TRAFFIC SAFETY EDUCATION CERTIFICATE   | OPR<br>OFM   | School District<br>Dept. of Licensing | Entered into Student Cumulative Record (see SD-19)<br>1 year                              | First issued 1976-77<br>(previously TSE-15) |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                                       | STATE ARCHIVIST   |   |
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| SCHEDULE NUMBER | TITLE   | DATE       | PAGE 2 OF 2 PAGES                          |  |   |
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| SD-20 0         | SPI REPORTS/TRAFFIC SAFETY                              | MARCH 1978 |  |  |   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                    | CLASS      | DISTRIBUTION                               | RETENTION  | DISPOSITION/REMARKS                         |
| 5.              | M-766 TRAFFIC SAFETY EDUCATION AGREEMENT FOR USE OF CAR | OPR        | School District<br>Car Dealer              | 7 years after termination<br>7 years after termination | First issued 1976-77<br>(previously TSE-16) |
|                 |   | OFM        | Dept. of Licensing<br>Regional Auto Office | 1 year<br>1 year                                       |   |
| 6.              | M-767 TRAFFIC SAFETY EDUCATION STUDENT RECORD CARD      | OPR        | School District                            | Enter into Student Cumulative Record (see SD-19)       | First issued 1976-77<br>(previously TSE-18) |

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WASHINGTON STATE SCHOOL DISTRICT  
**GENERAL RECORDS RETENTION SCHEDULE**  
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| SCHEDULE NUMBER | TITLE                      | DATE       | PAGE         |
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| SD-20P          | SPI REPORTS/TRANSPORTATION | MARCH 1978 | 1 OF 3 PAGES |

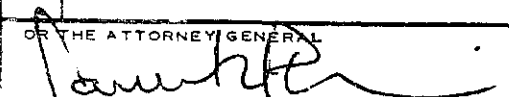
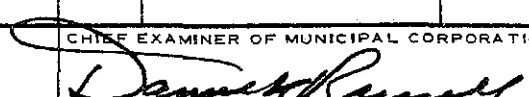
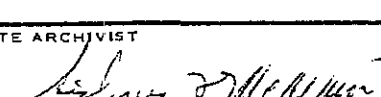
| ITEM NO. | RECORDS SERIES TITLE AND DESCRIPTION                                    | CLASS             | DISTRIBUTION                                   | RETENTION  | DISPOSITION/REMARKS   |
|----------|---|-------------------|--|--|---|
| 1.       | F-179 SCHOOL BUS ACQUISITION INFORMATION                                | OFM<br>ESD<br>OPR | School District<br><br>SPI                     | Until superseded by F-184<br>Until superseded by F-184<br>7 years            | First issued 1970-71 (previously T-5)                       |
| 2.       | F-182 APPLICATION FOR STATE REIMBURSEMENT FOR SAFEWALK-WAY CONSTRUCTION | OPR<br>OPR<br>OFM | School District<br>SPI<br>ESD                  | Completion of project + 7 years  | First issued 1970-71 (previously T-20-A)<br>Deleted 1977-78 |
| 3.       | F-183 IN LIEU - BUS TRANSPORTATION                                      | OFM<br>ESD<br>SPI | School District<br>ESD<br>SPI                  | Until after audit<br>Until superseded<br>1 year                              | First issued 1970-71 (previously T-2)                       |
| 4.       | F-184 BUS DEPRECIATION SCHEDULE   | OFM<br>OFM<br>OPR | School District<br>ESD<br>SPI                  | Until superseded<br>Until superseded<br>7 years                              | First issued 1970-71 (previously A-54-D)                    |
| 5.       | F-216 TRANSPORTATION REQUEST TO APPROVED SPECIAL PROGRAM FACILITIES     | OFM<br>OPR        | School District<br>SPI                         | 3 years<br>3 years   | First issued 1971-72  |
| 6.       | F-260 SCHOOL BUS LEASE AGREEMENT  | OPR<br>OFM        | School District<br>SPI                         | Termination + 7 years<br>3 years   | First issued 1971-72  |
| 7.       | F-387 EXPENDITURE OF DEPRECIATION FUNDS FOR MAJOR REPAIRS               | OFM               | School District<br>SPI<br>School Board Minutes | Until superseded<br>Until superseded<br>Until superseded<br>Until superseded | First issued 1972-73  |

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| FOR THE ATTORNEY GENERAL<br> | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS<br> | STATE ARCHIVIST<br> |
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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER  | TITLE   | DATE   | PAGE 2 OF 3 PAGES             |  |   |
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| SD-20P   | SPI REPORTS/TRANSPORTATION                              | MARCH 1978   |                               |  |   |
| ITEM NO.   | RECORDS SERIES TITLE AND DESCRIPTION                    | CLASS  | DISTRIBUTION                  | RETENTION  | DISPOSITION/REMARKS                           |
| 8.   | M-454 TRANSPORTATION ADJUSTMENT SUMMARY                 | OFM  | School District<br>ESD<br>SPI | Until superseded<br>Until superseded<br>Until superseded   | First issued 1972-73                          |
| 9.   | F-624 SCHOOL BUS DISPOSITION INFORMATION                | OFM<br><br>OPR   | School District<br><br>SPI    | Until superseded<br>by F-184<br>Until superseded<br>by F-184<br>7 years                                  | First issued 1974-75                          |
| 10.  | M-642D SCHOOL BUS DRIVER/PHYSICIAN STATEMENT            | OFM  | School District<br>SPI        | Until superseded<br>Until superseded   | First issued 1975-76 (previously T101E)       |
| 11.  | M-642E SCHOOL BUS DRIVER'S DOCTOR'S CERTIFICATE         | OFM  | School District<br>SPI        | Until superseded<br>Until superseded   | First issued 1975-76 (previously T101F)       |
| 12.  | M-689A MONTHLY REPORT OF SCHOOL BUS OPERATION - REGULAR | OFM  | School District<br>SPI        | Until superseded<br>3 years  | First issued 1976-77 (replaces F-108 & F-188) |
| 13.  | M-689B MONTHLY REPORT OF BUS OPERATION                  | OFM  | School District<br>SPI        | Until superseded<br>3 years  | First issued 1976-77                          |
| 14.  | M-689C DAILY LOG SUMMARY OF BUS OPERATIONS - REGULAR    | OFM  | School District               | Until superseded<br>by M-454 (Qtly)  | First issued 1976-77                          |
| 15.  | M-689D DAILY LOG SUMMARY - HANDICAPPED                  | OFM  | School District               | Until superseded<br>by M-454 (Qtly)  | First issued 1976-77                          |
| 16.  | M-689E DAILY LOG OF SCHOOL BUS OPERATION - REGULAR      | OFM  | School District               | 3 years  | First issued 1976-77                          |
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| SD-20P          | SPI REPORTS/TRANSPORTATION   | MARCH 1978 |  |   |                     |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                               | CLASS      | DISTRIBUTION                                     | RETENTION   | DISPOSITION/REMARKS |
| 17              | SCHOOL BUS OPERATION PERMIT (AT PRESENT DESIGNATED BY S.F. NUMBER) | OFM        | School District<br><br>Bus<br><br>County Auditor | Until bus disposed of<br>Until bus disposed of<br>Until bus disposed of |                     |


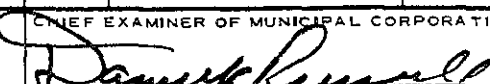
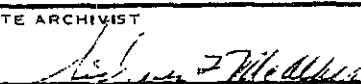
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WASHINGTON STATE SCHOOL DISTRICT  
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| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 1 OF 2 PAGES      |   |  |
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| SD-200  | SPI REPORTS/URBAN RURAL RACIAL & DISADVANTAGED EDUCATION PROGRAMS          | MARCH 1978   |                        |   |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION                                       | CLASS  | DISTRIBUTION           | RETENTION   | DISPOSITION/REMARKS                      |
| 1.  | F-159 CLAIM AND REPORT FOR URRD - INVOICE VOUCHER                          | OPR  | School District<br>SPI | Until after audit<br>7 years  | First issued 1971-72 (previously URD 40) |
| 2.  | F-160 LOCAL PROJECT RECORD - FOR URRD                                      | OFM  | School District<br>SPI | End of project<br>+ 3 years   | First issued 1971-72 (previously URD 41) |
| 3.  | F-438 URRD PROJECT FLASH SHEET   | OFM  | School District<br>SPI | Combined with<br>final report<br>Compined with<br>final report                        | First issued 1972-73                     |
| 4.  | FINAL PROJECT REPORT FOR URRD  | OPR  | School District<br>SPI | 7 years<br>7 years  |  |
| 5.  | M-479 LETTER OF INTENT - TO SUBMIT A PROPOSAL UNDER FUND SOURCE - FOR URRD | OFM  | School District<br>SPI | 1 year<br>1 year  | First issued 1973-74 (deleted 1977-78)   |
| 6.  | F-497 PROJECT FINANCIAL STATEMENT (QUARTERLY) FOR URRD                     | OFM  | School District<br>SPI | Until after audit<br>Until after audit  | First issued 1973-74                     |
| 7.  | F-505 EDUCATION PROGRAM PROJECT APPLICATION - FOR URRD                     | OFM<br>OPR   | School District<br>SPI | Until after audit<br>7 years  | First issued 1973-74                     |
| 8.  | F-622 SMALL DISTRICT PRELIMINARY PLANNING GRANT APPLICATION - FOR URRD     | OFM<br>OPR   | School District<br>SPI | Until after audit<br>7 years  | First issued 1975-76 (deleted 1977-78)   |
| 9.  | F-668 LETTER OF INTENT REVIEWER'S FORM - FOR URRD                          | OFM  | School District<br>SPI | 1 year<br>1 year  | First issued 1975-76 (deleted 1977-78)   |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                        | STATE ARCHIVIST   |  |
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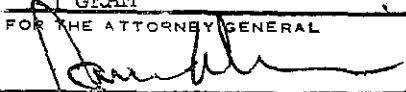
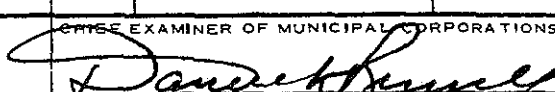

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| SD-200                   |   | SPI REPORTS/URBAN RURAL RACIAL & DISADVANTAGED EDUCATION PROGRAMS |                        |                  | MARCH 1978           |  |                   |  |
| ITEM NO.                 | RECORDS SERIES TITLE AND DESCRIPTION            | CLASS   | DISTRIBUTION           | RETENTION        | DISPOSITION/REMARKS  |  |                   |  |
| 10.                      | F-677 URRD PROPOSAL REVIEWER'S ASSESSMENT GUIDE | OFM   | School District<br>SPI | 1 year<br>1 year | First issued 1976-77 |  |                   |  |
| FOR THE ATTORNEY GENERAL |   | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS                          |                        |                  | STATE ARCHIVIST      |  |                   |  |
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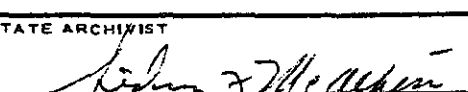
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| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 1 OF 2 PAGES      |   |  |
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| SD-20R  | SPI REPORTS/VOCATIONAL EDUCATION/VOCATIONAL-TECHNICAL INSTITUTES   | MARCH 1978   |                        |   |  |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION           | RETENTION   | DISPOSITION/REMARKS  |
| 1.  | C-132 DESCRIPTION OF VOCATIONAL EDUCATION INSTRUCTIONAL PROGRAMS   | OFM  | School District<br>SPI | Until superseded<br>Until superseded  | First issued 1970-71   |
| 2.  | F-133 DOCUMENTATION OF COSTS FOR NEW VOCATIONAL CLASSES  | OFM  | School District<br>SPI | Until receipt of approval<br>Until after audit  | *If class is not offered every year Notice of Approval should be kept 2 years as proof of previous program approval.<br>First issued 1970-71 (previously SPIV-1) |
| 3.  | SPECIAL PROJECT REPORT:<br><br>F-136 VOCATIONAL EDUCATION - BUDGET ESTIMATE FOR SPECIAL PROJECT<br><br>F-137 LETTER OF INTENT FOR SPECIAL VOCATION EDUCATION PROJECT (PUBLIC LAW 90-576)<br><br>M-739 GRANT APPLICATION FOR REPLACEMENT OF MEMBERS OF PROJECT FEASTING<br><br>M-754 GRANT APPLICATION FOR FOOD SERVICE SEMINAR | OFM  | School District<br>SPI | 2 years<br>1 year   | First issued 1970-71 (previously SPIV-3)<br>First issued 1970-71<br><br>First issued 1976-77<br><br>First issued 1976-77   |
| 4.  | M-138 LETTER OF TRANSMITTAL 5 YEAR PLAN  | OFM  | School District<br>SPI | Until superseded<br>Until superseded  | First issued 1970-71   |
| 5.  | WORK STUDY APPLICATION:<br><br>P-151 APPLICATION TO PARTICIPATE IN VOCATIONAL EDUCATION WORK/STUDY PROGRAM   | OPR  | School District<br>SPI | 7 years<br>7 years  | First issued 1970-71 (previously WS-1)   |
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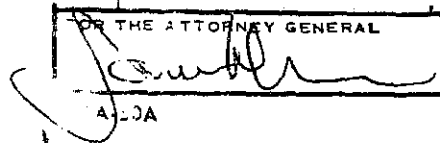
| SCHEDULE NUMBER   | TITLE  | DATE   | PAGE 2 OF 2 PAGES   |   |   |
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| SD-20R  | SPI REPORTS/VOCATIONAL EDUCATION/VOCATIONAL-TECHNICAL INSTITUTES               | MARCH 1978   |                     |   |   |
| ITEM NO.  | RECORDS SERIES TITLE AND DESCRIPTION   | CLASS  | DISTRIBUTION        | RETENTION   | DISPOSITION/REMARKS                       |
|   | P-152 STUDENT APPLICATION FOR WORK-STUDY                                       |  |                     |   | First issued 1970-71 (previously WS-2)    |
|   | P-153 WORK-STUDY MEMORANDUM  |  |                     |   | First issued 1970-71 (previously WS-4)    |
|   | P-154 WORK -STUDY EMPLOYMENT AND EXPENDITURE REPORT                            |  |                     |   | First issued 1970-71 (previously WS-5)    |
|   | P-155 VOCATIONAL EDUCATION FINAL WORK-STUDY REPORT                             |  |                     |   | First issued 1970-71 (previously WS-7)    |
|   | P-156 VOCATIONAL EDUCATION WORK-STUDY PROGRAM - REPORT OF MATCHING LOCAL FUNDS |  |                     |   | First issued 1970-71 (previously WS-8)    |
| 6.  | F-186 BUDGET ESTIMATE FOR VOCATIONAL EDUCATION                                 | OFM  | School District     | Until superseded  | First issued 1970-71 (previously SPIV-4B) |
|   | F-187 BUDGET SUMMARY FOR VOCATIONAL EDUCATION (PROGRAM 28)                     |  |                     |   | First issued 1970-71 (previously SPIV-4C) |
| 7.  | F-218 FINAL REPORT OF VOCATIONAL EDUCATION FOR SCHOOL YEAR                     | OFM  | School District SPI | Until after audit<br>Until after audit  | First issued 1970-71 (previously VEL-4)   |
|   | F-219 ADDITIONAL VOCATIONAL EDUCATION CLASSES OPERATED                         |  |                     |   | First issued 1970-71 (previously VEL-3)   |
| FOR THE ATTORNEY GENERAL  |  | CHIEF EXAMINER OF MUNICIPAL CORPORATIONS   |                     | STATE ARCHIVIST   |   |
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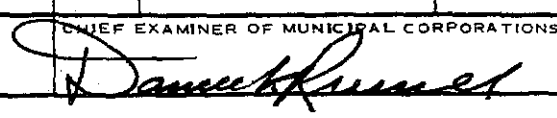
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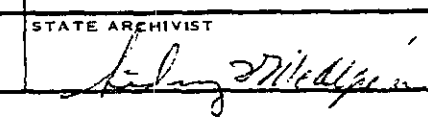
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| SCHEDULE NUMBER | TITLE   | DATE       | PAGE   |   |   |
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| SD-20S          | SPI REPORTS/GENERAL   | MARCH 1978 | 1 OF 1 PAGES   |   |   |
| ITEM NO.        | RECORDS SERIES TITLE AND DESCRIPTION                                | CLASS      | DISTRIBUTION   | RETENTION   | DISPOSITION/REMARKS   |
| 1.              | D-162 ESCROW AGREEMENT  | OPR        | School District<br><br>State Bd of Ed.<br><br>Contractor | All primary copies<br>period of escrow<br>+ 7 years<br>All primary copies<br>period of escrow<br>+ 7 years<br>All primary copies<br>period of escrow<br>+ 7 years | First issued 1971-72  |
| 2.              | M-259 ANTICIPATED SCHOOL LEVY OR BOND ELECTIONS                     | OFM        | School District<br>SPI                                   | Until superseded<br>Until superseded  | First issued 1971-72  |
| 3.              | D-282 APPOINTMENT OF SCHOOL DISTRICT DIRECTOR                       | OFM        | School District<br>SPI                                   | Until superseded<br>Until superseded  | First issued 1971-72  |
| 4.              | D-320 CERTIFICATE OF ELECTION OF SCHOOL BOARD PRESIDENT OR CHAIRMAN | OFM        | School District<br>SPI                                   | Until superseded<br>Until superseded  | First issued 1975-76  |
| 5.              | D-657 CERTIFICATE OF ELECTION OF SCHOOL DISTRICT DIRECTOR           | OFM        | School District<br>SPI                                   | Until superseded<br>Until superseded  | First issued 1975-76<br>Deleted 1977-78<br>*Replaced by D-282 |
| 6.              | P-728A STUDENT ACCIDENT REPORT                                      | OFM        | School District  | Enter in Student<br>Cumulative Record<br>(see SD-19)  | First issued 1976-77  |

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FOR THE ATTORNEY GENERAL  
  
 A-20A

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS  


STATE ARCHIVIST  


AGENCY PROGRAM DIRECTIVE AND ANNOUNCEMENT  
(Sample)

TO: All Departments

SUBJECT: Records Management Program

Because organizations are experiencing an information and paperwork explosion, it is the policy of this School District to encourage efficient and economical paperwork practices. This policy will be manifested by compliance with state law relative to the retention, disposal and protection of all district records.

It is believed that a formal Records Disposition Management Program will help us in several ways. It develops effective guidelines for the timely disposal of obsolete records. It will reduce the requirement for additional file equipment, release present equipment and space for other uses, save time in file handling, and insure the preservation of essential and permanently valuable records.

To initiate and maintain a more effective program, (Mr. Ms.) Xxxxxx has been appointed as District Records Officer. (Mr. Ms.) Xxxxxx has the full support of the Superintendent's Office in this effort, and it is requested that (he, she) be given your complete cooperation.

Superintendent

**SUPERSEDED**



POLICY & PROCEDURE  
(Suggested Format and Content)

SUBJECT: RECORDS DISPOSITION MANAGEMENT

I. Purpose:

To establish the policy and procedure for the identification and systematic retirement and/or disposal of obsolete, inactive, semi-active and archival records from costly office space and equipment in accord with the provisions of RCW 40.14.

II. Offices Affected:

All District Offices.

III. Policy:

It is District policy to promote efficient records management practices. It is desirable that all District records be inventoried and analyzed for administrative, legal, financial and historical values to insure that:

1. only active records are retained in high cost office space.
2. valuable historical records are adequately preserved.
3. inactive and semi-active records are removed to low cost inactive records storage, and
4. obsolete and valueless records are effectively eliminated in accord with the provisions of RCW 40.14, to insure the efficient use of file equipment, office space and storage facilities.

IV. Definitions:

PUBLIC RECORDS:

As defined by RCW 40.14, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by any agency of the State of Washington or received by it in connection with the transaction of public business.

RECORDS MANAGEMENT:

The application of administrative management techniques to insure the adequacy, propriety, essentiality and efficiency of documentation and records maintenance and disposition.

RECORDS DISPOSITION MANAGEMENT:

A records management technique aimed at the systematic, timely and effective disposal or removal of obsolete or inactive records from expensive office space and the effective but economical preservation of records of permanent value.

RECORDS OFFICER:

An individual appointed by appropriate authority to supervise and coordinate the District's Records Management Program, to serve as liaison with the Division of Archives and Records Management and to represent the agency before the Local Records Committee.

RECORDS COORDINATOR:

An individual assigned to an office of the District who coordinates the Records Management Program between the Records Officer and offices of the District.

V. Procedures and Responsibilities:

1. RECORDS OFFICER

- a. Coordinates the District Records Management Program.
- b. Conducts Records Management Workshops with Records Coordinators and other District personnel.
- c. Packages and distributes General Schedules to Records Coordinators.
- d. Serves as records liaison with the Division of Archives and Records Management.
- e. Represents the District before the Local Records Committee in matters related to the disposal of agency records.
- f. Approves records retention schedule revisions and updates submitted by offices on GAA-24, Public Records Retention Schedule & Destruction Authorizations; consults with Records Coordinators regarding records retention and transfer recommendations for final disposition of records. Establishes primary Offices of Record and the location of official copies.
- g. Submits Schedule revisions to the Washington State Local Records Committee and distributes approved revisions returned from the Committee.
- h. Assists with physical disposal of records eligible for destruction.

2. RECORDS COORDINATOR (OFFICE OF RECORD)

- a. Supervises Records Disposition Management Program within an office.
- b. Maintains Records Management Files.
- c. Recommends records retention schedule revisions to the District Records Officer and prepares GAA-24, Public Records Retention Schedule & Destruction Authorizations, for Records Officer's approval.
- d. Monitors physical destruction of records eligible for disposal and sees that records retention schedules are updated and implemented annually.

3. DIVISION OF ARCHIVES AND RECORDS MANAGEMENT

- a. Provides agency Records Officer with forms, procedural instructions and materials for agency use.
- b. Presents program orientation and instructions to District Records Officer and Records Coordinators upon request of District Records Officer.

**ANNUAL RECORDS MANAGEMENT CHECK-UP  
(FOR RECORDS OFFICERS)**

Appendix C

| ITEM   | YES | NO | COMMENTS |
|--|-----|----|----------|
| 1. Has responsibility for coordinating the Records Management Program in your district been assigned to one individual? Indicate in the "Comments" column the name of the individual appointed by the superintendent as Records Officer.   |     |    |          |
| 2. Has a Policy and Procedure containing procedures and responsibilities for an effective Records Management Program been published and disseminated to all Offices of Record?   |     |    |          |
| 3. Have all records been inventoried and scheduled for disposition?  |     |    |          |
| 4. Do the Schedules promote minimum retention of records consistent with operating requirements? Is a revision necessary due to program or other changes?  |     |    |          |
| 5. Are copies of Schedules available to those persons responsible for their application? Each office maintaining records should have a current School District General Schedule and appropriate GAA-24s as may be required.  |     |    |          |
| 6. Are there adequate instructions for applying Schedules? Procedures should be developed and implemented that establish individual responsibilities as to when records are "cut-off," placed in cartons and transferred to storage or destroyed.                                    |     |    |          |
| 7. Is timing of the application of the Schedules coordinated with other workloads? The preparation and transfer of records to storage should be accomplished when the requirement for other duties is at a point of low activity.  |     |    |          |
| 8. Have file "breaks" or "cut-off" been established to facilitate the removal of records from office space? Once established, file "breaks" or "cut-off" procedures should be closely followed to provide for a systematic records disposition plan.                                 |     |    |          |
| 9. Is purging of file material held to a minimum? The careful knowledgeable preparation of records inventories and Schedules will provide the information as to documentation content of each Records Series, keeping purging and screening to a minimum.                            |     |    |          |
| 10. Has the Schedule been applied in the last twelve months? (Reference Item 6 above)  |     |    |          |
| 11. Are all disposition instructions satisfactory to district staff? (Reference Item 4 above)  |     |    |          |
| 12. Does your district control the assignment of additional office space and the purchase of additional filing equipment to be sure that they are not wasted on records not needed in current operations? Is filing equipment surplus to office needs transferred within the agency? |     |    |          |
| 13. Has the effectiveness of the Schedules been reviewed by the agency Records Officer within the past year?   |     |    |          |

SUPERSEDED

Washington State School District  
GENERAL RECORDS RETENTION SCHEDULE

District Records Officer \_\_\_\_\_  
Telephone \_\_\_\_\_

This package contains the Records Retention Schedules for: \_\_\_\_\_  
NAME OF DEPARTMENT OR SCHOOL

These Schedules should be maintained, updated and implemented in accord with the School District Records Management Manual, School District Policy & Procedure and/or Washington State Records Disposition Regulations for Agencies of Local Government.

**GENERAL EXPLANATIONS**

Minimum or legal retention periods are being established for records of all agencies of state and local government, including school districts, in accord with the provisions of RCW 40.14. The enclosed Schedules should identify each record created or received by the department or office by title, purpose and/or function, its classification as an Official Public Record (OPR) or Office Files and Memoranda (OFM), location of official and other copies, retention period and disposition authority. The number of Records Series listed on the Schedules will usually not be extensive but the total records holdings of each department and office must have the approval of the Local Records Committee prior to any disposition action. If the Schedules do not include all of the records of your department or office, additions or changes should be accomplished in accord with the School District Records Management Manual, School District Policy & Procedure or Washington State Records Disposition Regulations for Agencies of Local Government. Unlisted records or records not having the approval of the Local Records Committee may not be legally destroyed.

Administrators are encouraged to dispose of records in accord with the Schedule guideline; however, disposal is not mandatory and records may be retained in a department or office longer than specified, providing there is a justifiable need and adequate low cost on-site storage is available. Retention periods are minimum as established by the Washington State Local Records Committee. Contact your School District Records Officer for instructions on revising General Schedules, preparing a supplemental Schedule for records unique to your office, new records or reducing retentions of Scheduled records.

"Purging," "weeding," or "screening" of documents in a Records Series should be held to a minimum as it is a costly procedure. Wherein purging is necessary, it should be done with great care, lest valuable papers that cannot be replaced are destroyed. Many records which have no apparent further administrative value may be extremely important for archival or historical purposes.

**EXPLANATION OF WASHINGTON STATE SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE COLUMN HEADINGS**

**RECORDS SERIES TITLE & DESCRIPTION:** This title should be a brief concise description of the Records Series. A Records Series may be defined as "a group of records performing a particular function for the department or office, which are filed as a unit, used as a unit, and which may be transferred and disposed of as a unit." This may be a grouping of copies of a single form, such as Purchase Requisitions, a grouping of correspondence and form records in a General Correspondence File, or a grouping of various forms and other documents in a case file, such as Personnel Record Folders. This will be followed by a brief statement or statements explaining what function or purpose the Records Series serves in the operation of the department or office.

**CLASS:** Short for classification. All Washington State records are classified as either Official Public Records (OPR) or Office Files and Memoranda (OFM). Official Public Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; and all other documents or records determined by the Records Committee to be Official Public Records. (Reference: RCW 40.14.010) Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee, to be Office Files and Memoranda. (Reference: RCW 40.14.010) Official Public Records have a minimum retention period of seven years.

**DISTRIBUTION:** A listing of the departments and/or offices which will ultimately retain copies of each Records Series.

**RETENTION:** Opposite the name of each department or office retaining copies of each Records Series will be found the Washington State Local Records Committee's recommended retention period.

**DISPOSITION/REMARKS:** Additional pertinent information pertaining to each Records Series.

**LOCAL RECORDS COMMITTEE**

RCW 40.14.070 establishes a Local Records Committee which shall have authority to approve the destruction or other disposition of all records of local agencies of government. This committee consists of an appointee of the Attorney General, the Chief Examiner of Municipal Corporations of the Office of State Auditor and the State Archivist. No public record as described in RCW 40.14 of any local agency may be legally destroyed without the approval of this committee.

## A. PREPARING A GAA-24

## PUBLIC RECORDS RETENTION SCHEDULE &amp; DESTRUCTION AUTHORIZATION

The GAA-24 is a letter size bond paper form which should be prepared on a typewriter when being submitted to the District Records Officer for final forwarding to the Local Records Committee. Three copies should be received by the Committee, so that the Records Officer and each Office of Record concerned will receive approved copies. One copy will be retained by the Local Records Committee. See Appendix F, Page 80, for sample. The GAA-24 will be prepared as follows:

1. AGENCY TITLE: Enter name of department, institution, board, commission or other parent agency unit.
2. OFFICE OF RECORD: Enter name of the activity for which the Records Series inventory is being taken.
3. NAME & TITLE OF RESPONSIBLE OFFICER: Enter name and title of the person who has the custodial responsibility for the records being reported.
4. PHONE: Enter telephone number of the person described above.
5. DATE OF SUBMITTAL: Enter the date the GAA-24 is submitted to the District Records Officer.
6. NO.: Line item sequence number of Records Series reported. Double space between Records Series line items. (During subsequent annual review and update, when new Records Series are added, start with the next number following, to provide continuity to the program)
7. RECORDS SERIES TITLE: Enter title of Records Series being reported. This title should be a brief concise description of the Records Series. Extreme care should be taken to be certain the Records Series title clearly demonstrates it is identifying a group of records. A Records Series may be defined as "a group of records performing a particular function for the office, which are filed as a unit, used as a unit, and which may be transferred and disposed of as a unit." A functional unit may be described as a General Correspondence File, a Reading File, or it may consist of copies of a single form such as Personnel Actions or Purchase Requisitions. In each instance, regardless of whether it consists of copies of a single form or contains copies of several forms as in a case or project file, each identifiable unit is a separate Records Series. A Records Series continues to be a single Records Series even if part of it is in storage, on microfilm, missing by inadvertent destruction or other cause, but title and function remain the same. (If the reporting office has the responsibility for the program documented by the Records Series and, as such, maintains the official or record copy, indicate this by an asterisk following the Records Series title. If not, indicate in Block 11 the office having the official or record copy followed by an asterisk) When reporting copies of a single form found in the General Records Retention Schedules which make up one Records Series, include form title, form number and copy number as the title. If several forms from one General Records Retention Schedule are batched together to form one Records Series, assign an appropriate Records Series title and enter that title in this block. In Block 8, FUNCTION/PURPOSE, identify each form that makes up the Records Series by form title, form number and copy number, followed by a brief statement of function or purpose. For example: In Block 7, RECORDS SERIES TITLE, enter: *Vendor Payment Files*. In Block 8, FUNCTION/PURPOSE, enter: *Warrant Register, A1, Copy 2; Vendor Remittance Advice, A2, Copy 2; and Invoice Voucher, A19, Copy 2; used to maintain a record of vendor payments.*



A. PREPARING A GAA-24 (continued)

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

8. FUNCTION/PURPOSE: Indicate briefly the function, purpose and contents of the Records Series. For example: *Vouchers, authority for payment to claimant for services or goods. Record contains claimant's name, date, purpose, amount and authorizing signature.* The comments made in this block are particularly important where the functions are not self-evident by their Records Series title. (*Avoid one word descriptions of purpose and/or function, as these are quite often ambiguous and do not contribute clearly to the function or purpose of the Records Series*)
9. OPR or OFM: Official Public Records or Office Files and Memoranda. (Reference RCW 40.14) Official Public Records (OPR) shall include all original vouchers, receipt and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof shall be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; all legislative records as defined by RCW 40.14.100; and all other documents or records determined by the Local Records Committee to be Official Public Records. Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Local Records Committee to be Office Files and Memoranda.
10. INCLUSIVE DATES: Enter the date (month, abbreviated, and year) the Records Series began in the block "FROM." In the block "TO," enter the word "Present" for Records Series of a continuing nature. If the Records Series has been discontinued, enter the date of discontinuance.
11. LOCATION OF OTHER COPIES: Enter the name of one other known office having an active copy of the same documentation found in the Records Series. (*As in Block 7, place an asterisk following the name of the office having the official or record copy*) Do not indicate Archives, Records Center or other inactive storage locations.
12. VOLUME OF RECORDS: Enter the total volume of all of the Records Series presently accumulated, regardless of where the location may be. Estimate in File Drawers, Cubic Feet or Linear Inches, whichever is most convenient and applicable. Estimate about 2 cubic feet of letter size material per letter size drawer, and 3 cubic feet of legal size material per legal size drawer.
13. RETENTION PERIOD: Official Public Records have a statutory minimum retention of 7 years. The retention period for Office Files and Memoranda is based on operational requirements of each individual office. Regardless of the duration of the retention period, Records Series should be kept in office files after "cut-off" only as long as is necessary for (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to the Records Center for low-cost storage. Indicate in this block your realistic recommendations as to retention in the office, Records Center and total.

A. PREPARING A GAA-24 (continued)

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

13. RETENTION PERIOD: (continued)

Years may be abbreviated "Yrs," months as "Mos," weeks as "Wks," and permanent as "Perm." It is quite helpful to establish the office retention for an auditable Official Public Record. When this has been done, use this same office retention for all Records Series having equal or longer total retention period. This provides for a once a year transfer of all eligible records to the Records Center at the same time.

14. REMARKS: If Records Series is to be microfilmed, enter "Microfilm." Otherwise, leave blank for comments by the Local Records Committee. Under normal circumstances, records of all offices in the immediate Olympia area will be forwarded to the Records Center for destruction. Records found in offices outside the Olympia area may be destroyed from their respective areas. If, however, upon receipt of the GAA-24 by the reporting office, it is noted the words "Archival" or "Potentially Archival" in this block as pertains to individual Records Series, this means the State Archivist will assume custody of these records at the termination of their retention period to extract historical information. Records Series bearing either of the stated notations may not be destroyed from their record keeping area, regardless of office locations. At the termination of their retentions, they will be forwarded to the State Records Center.

15. AGENCY APPROVALS IF REQUIRED: Obtain the signatures of those individuals designated to review prepared schedules, including the person whose name is typed in Block 3 and the Agency Records Officer.

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DISPOSITION AUTHORITY NUMBER: If the Records Series being reported has previously been inventoried and the Local Records Committee has assigned a Disposition Authority Number, enter that number here. If the Records Series is found in the General Records Retention Schedules, enter the appropriate General Schedule in which the record is found, as GA 1 for General Schedule 1, GS 2 for General Schedule 2, etc. If no Disposition Authority is available, leave blank.

SIGNATURE: The signature of the Records Officer indicates a careful review has been made and a concurrence with all items listed by the Records Officer. After signing, the Records Officer will forward the GAA-24 to the Division of Archives and Records Management, where it will be reviewed by the Local Records Committee.

B. ADMINISTRATIVE APPROVAL

Upon completion of the inventory of all records of an office preparation of Public Records Retention Schedule & Destruction Authorization, GAA-24, these forms will be forwarded to the agency Records Officer, who will review them. He will consider the entire agency records program, looking towards the elimination of duplicated files, possible microfilm programs, improved methods of storing and other means of improving the overall records management system.

C. STATUTORY APPROVAL

*Washington State Local Records Committee  
Records Destruction Authorization*

1. STATUTE: RCW 40.14 specifies that state records shall not be destroyed without the approval of the Washington State Local Records Committee. Public

PREPARING A GAA-24 (Continued)

C. STATUTORY APPROVAL (Continued)

Records Retention Schedule & Destruction Authorization, GAA-24, provide that means by which departments and offices apply for approval of the Local Records Committee to destroy records of temporary value.

2. PROCEDURE: Subsequent to inventory review by the District Records Officer, GAA-24 forms for all records are submitted to the Washington State Records Committee, in care of the Division of Archives and Records Management, 218 General Administration Building, Olympia, Washington 98504.

The Committee consists of the Chief Examiner for Municipal Corporations of the Office of State Auditor, an Assistant Attorney General and the State Archivist.

3. RECORDS COMMITTEE ACTIONS: The Local Records Committee meets regularly and in extra session as required by volume of requests.

District records destruction recommendations must be unanimously approved by the Committee members, and any member may veto a request. A district recommended records disposition may be changed as the Committee deems necessary to comply with legal, fiscal or historical requirements for the record under consideration.

**SUPERSEDED**





STATE OF WASHINGTON  
 LOCAL RECORDS COMMITTEE  
**PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION**  
 REFERENCE: RCW 40.14.070

| 1. COUNTY, CITY OR OTHER LOCAL AGENCY<br>Mercer Island School District #400<br>4160 86th Avenue, S. E. |   | 2. OFFICE OF RECORD<br>Food Service  |                          | 3. NAME & TITLE OF RESPONSIBLE OFFICER<br>Jeanette Johnson<br>Supervisor of Food Services |         |  | 4. PHONE<br>232-1660<br>Ext. 241 | 5. DATE OF SUBMITTAL<br>3/16/76     |                         |
|--|---|--|--------------------------|---|---------|--|----------------------------------|-------------------------------------|-------------------------|
| 6. NO.   | 7. RECORDS SERIES TITLE                 | 8. FUNCTION/PURPOSE  | 9. OPR OR OFM            | 10. INCLUSIVE DATES   |         | 11. LOCATION OF OTHER COPIES                 | 12. VOLUME OF RECORDS            | 13. RETENTION PERIOD                | 14. REMARKS             |
|  |   |  |                          | FROM  | TO      |  |                                  |                                     |                         |
| 1.   | Daily Meal Count & Cash Receipt Records | Record of meals served by each school reported daily for income records and reimbursement claims | OPR                      | 9/68  | Present |  | 2 cu. ft.                        | 7 years                             |                         |
| 2.   | Dairy & Bakery Invoices                 | For audit purposes   | OPR                      | 9/63  | Present |  | 4 cu. ft.                        | 7 years                             |                         |
| 3.   | Recaps of Annual Meal Count Records     | Used for federal reimbursement purposes  | OFM                      | 9/67  | Present |  | 2 cu. ft.                        | 3 years                             |                         |
| 4.   | Commodity Receipts                      | Signed delivery invoices for commodities delivered to schools                                    | OFM                      | 9/70  | Present |  | 1 cu. ft.                        | 3 years                             |                         |
| 5.   | New Equipment Bids                      | Bids received from potential vendors   | OFM                      | 6/60  | Present |  | 1/4 cu. ft.                      | 3 years                             |                         |
| <b>15. AGENCY APPROVALS - IF REQUIRED (See Reverse Side)</b>   |   |  |                          |   |         |  |                                  |                                     |                         |
| 16. ACTION BY LOCAL RECORDS COMMITTEE  |   |  |                          |   |         |  |                                  |                                     |                         |
|  |   |  |                          | <input type="checkbox"/> APPROVED   |         | <input type="checkbox"/> APPROVED AS AMENDED |                                  | <input type="checkbox"/> UNAPPROVED |                         |
| DISPOSITION AUTHORITY NUMBER   |   |  | FOR THE ATTORNEY GENERAL |   |         | FOR THE STATE AUDITOR                        |                                  |                                     | FOR THE STATE ARCHIVIST |

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Appendix F

## GENERAL INFORMATION FOR THE RECORDS OFFICER ON RECORDS RETENTION SCHEDULING

## A. THE IMPORTANCE OF GOOD RECORDS IDENTIFICATION

The segregation of records into groupings, or Records Series, provides a means whereby the various functions and responsibilities of any agency can be documented. The maintenance of all records pertaining to a particular function in the same location provides a means of ready access to the establishment, development and progress of that function.

The importance of identifying these Records Series becomes apparent when it is necessary to retrieve certain information. Proper arrangement and content of each Records Series provides a systematic means monitoring progress, making decisions, and the countless other details so important and necessary to the successful accomplishment of the many programs under the jurisdiction of any agency.

The identification of each Records Series takes on additional meaning in terms of records disposition. Most records, in order to satisfy program requirements, become quite voluminous with the passage of time. Included in the development of Records Series should be an organized plan of systematic transfer of inactive records from high cost office space and equipment to low-cost storage. Identification of records also plays an important part in transfer procedures. Therefore, appropriate Records Series titles must be assigned. In order to be most effective, these titles should be brief, yet meaningful. They must be a clear indication we are identifying a group of records, not people, organizations or equipment. It would be extremely redundant to attach words such as "files," "records," "papers," or "documents" to titles for this purpose alone. We must avoid idiomatic and other familiar expressions that do not provide adequate information pertaining to each Records Series. Similarly, abbreviations cannot be used as too often the same abbreviation has different meanings for different people.

Throughout the Records Management Program, the word "function" plays an important part. Webster defines "function" as "the normal or characteristic action of anything. . . a special duty or performance required in the course of work or activity. . . to act in a required or expected manner; do its work." If we apply these definitions to a Records Series, we might say, "the role or part a Records Series performs in providing documentary resources in the accomplishment of the office, concerned."

The scope of each Records Series should neither be too broad or too narrow. In an Accounting Office, for example, the term "Accounts Receivable" may seem to be appropriate but, by virtue of different funds, different sources of revenue, revenue received for different purposes, these would seem to indicate the term "Accounts Receivable" would be too broad to be effective. Similarly, the term "Personnel Records" would also be too broad. This is especially true in this instance due to retention requirements. A "Request for Leave of Absence" need not be retained for any extended period, while an "Employees Permanent Record" should be kept throughout the employee's term of employment. A Records Series titled "Payment Voucher" would seem too narrow as that is only one document of several in a batch necessary to identify complete transactions. In the cases of forms used, when copies of only one form are necessary for reference, the form title can become the Records Series title. For example, "Purchase Requisitions." But, when several forms make up a Records Series such as in a case or project file, an appropriate title must be assigned.

In order to determine appropriate Records Series titles, it might be helpful to ask a few questions. What reference service is provided? What types of actions or transactions are found in the documents? How are the functions of the office affected by the utilization of the Records Series? What established the requirement for the Records Series? Perhaps a review of the office's Functional Chart can provide effective clues as to what titles to assign. Inasmuch as most files are created in which to house documentation pertaining to the functions of the office, functional titles can be extremely appropriate.

The words listed and defined below can be very useful when determining Records Series titles. But, in view of the many different types of functions associated with them, other "functional descriptives" in brief form should accompany them. For example, the word "Permits" would not provide sufficient information for a Records Series title, but "Fishing Permits" or "Motor Vehicle Permits" are very effective. Similarly, "Requisitions" by itself could be interpreted to mean many different types of requests, but "Printing Requisitions" or "Requisitions for Expendable Supplies" provides a clear indication of the Records Series.

## B. CLUES IN IDENTIFYING RECORDS

|                   |   |                   |   |
|-------------------|---|-------------------|---|
| ABSTRACT.....     | A summary, an excerpt                           | LIST.....         | An itemized tabulation                      |
| ACCOUNT.....      | A report, a description, a financial category   | LOG.....          | A record of progress                        |
| ACKNOWLEDGEMENT.. | A receipt, an admission                         | MANIFEST.....     | A list of cargo                             |
| AFFIDAVIT.....    | A declaration                                   | MEMORANDUM.....   | An informal communication                   |
| AGREEMENT.....    | A contract                                      | MESSAGE.....      | Any communication                           |
| ALLOTMENT.....    | A distribution, a portion                       | NOTE.....         | Acknowledgement of a debt                   |
| APPEAL.....       | A request to review a decision                  | NOTICE.....       | Notification                                |
| APPLICATION.....  | A paper instrument for applying, putting to use | NOTIFICATION..... | Advice, information                         |
| APPOINTMENT.....  | An assignment, a scheduled meeting              | ORDER.....        | A command or instruction                    |
| ASSIGNMENT.....   | A transfer, an appointment                      | PASS.....         | Authorization of a passage                  |
| AUTHORIZATION...  | A permit for action                             | PERMIT.....       | Authorization of a specific activity        |
| AWARD.....        | A conference, a judgment                        | PETITION.....     | A formal request                            |
| BID.....          | An offer for a price                            | QUESTIONNAIRE...  | A list of questions                         |
| BILL.....         | A creditor's claim, an invoice                  | RECEIPT.....      | An acknowledgement of delivery or payment   |
| BOND.....         | A binding agreement                             | RECOMMENDATION..  | A proposed course of action                 |
| CERTIFICATE.....  | Evidence of truth, ownership, debt              | RECORD.....       | An account of facts or events               |
| CLAIM.....        | A demand, an assertion                          | REGISTER.....     | A record of events or actions               |
| COMMUNICATION...  | Interchange of information                      | RELEASE.....      | A discharge from obligation                 |
| COMPLAINT.....    | A formal allegation                             | REPORT.....       | An account of action or status              |
| CONTRACT.....     | A binding agreement                             | REQUEST.....      | Ask, apply, requisition                     |
| DEED.....         | A record of transfer or contract                | REQUISITION.....  | A form of application                       |
| DIARY.....        | A record maintained regularly                   | ROLL.....         | A list of related items                     |
| DIGEST.....       | Condensed data                                  | ROSTER.....       | An itemized list                            |
| DRAFT.....        | A preliminary version, payment drawn on another | SCHEDULE.....     | Document of future or recurring actions     |
| ENDORSEMENT.....  | An assignment, approval                         | SPECIFICATION...  | A detailed requirement                      |
| ESTIMATE.....     | An approximation                                | STATEMENT.....    | An account of condition, a declaration      |
| GUIDE.....        | An instruction for an action                    | SUMMARY.....      | A condensation of a fuller account          |
| INDEX.....        | A guide or reference                            | SURVEY.....       | An analysis                                 |
| INQUIRY.....      | A request for information                       | TABULATION.....   | A systematic summary                        |
| INSTRUCTION.....  | A direction                                     | TRANSMITTAL.....  | A paper instrument to send or transfer data |
| INVENTORY.....    | An itemized record                              | TRANSCRIPT.....   | A written copy                              |
| INVOICE.....      | A bill  | VOUCHER.....      | A receipt or record of a transaction        |
| ITINERARY.....    | A record of a trip                              | WARRANT.....      | A guarantee                                 |
| JOURNAL.....      | A record of transactions                        |                   |   |
| LEASE.....        | A contract of rental                            |                   |   |
| LEDGER.....       | A record of accounts                            |                   |   |

Once the various Records Series have been established, there comes the need to make a determination as to the retentive value of each one. Some Records Series are of only minor value and should only be kept for a brief period of time. Others will vary according to the functions the records themselves perform. Each Records Series must be thoroughly and carefully studied for a determination as to what value or values it may have. As each Records Series is being reviewed, the following criteria may be helpful in making records value determinations.

### C. WHAT VALUES SHOULD BE CONSIDERED

**ADMINISTRATIVE VALUE.** Records are created to help accomplish the functions for which an agency is responsible. They have administrative value as long as they assist the agency in performing either current or future work. The primary administrative use of most records is exhausted when the transactions to which they relate have been completed. From that point on they lose their value rapidly. However, some administrative records contain basic facts concerning an agency's origin, policies, functions, organization, and significant administrative decisions. These records should be preserved to provide adequate documentation of an agency's operations.

**LEGAL VALUE.** Records have legal value if they contain evidence of legally enforceable rights or obligations. Examples of these are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

**FISCAL VALUE.** Records of fiscal value are those which pertain to the financial transactions of the agency, such as budgets, allotments, payrolls and vouchers. After those records have served their basic function, they may still have sufficient fiscal value to justify their retention in storage for a time to protect the agency against court action or to account for the expenditure of funds.

**RESEARCH, HISTORICAL or ARCHIVAL VALUE.** Some records have enduring value because they reflect significant historical events or document the history and development of an agency. The importance of preserving such records is obvious. Not so apparent, however, is the need to re-evaluate them periodically to insure that the material being accumulated is actually filling a valid research need.

#### What Types of Records are There?

1. ACTIVE RECORDS - Retained in office areas, referenced daily or frequently.
2. SEMIACTIVE RECORDS - Records referenced less frequently and may be transferred to intermediate storage.
3. INACTIVE RECORDS - Records referenced infrequently should be transferred to low-cost storage.
4. PERMANENT RECORDS - Records of permanent value administratively, legally, financially and historically and may be active or inactive but not disposable.
5. DISPOSABLE RECORDS - Records which reach a point of inactivity and are of no further administrative, legal, financial or historical value.

## D. DETERMINING RETENTION PERIODS

Keeping records, either in offices or storage areas, costs large sums of money. The actual or potential value of the records should be weighed against the cost. There is a calculated risk in this business, and a good records disposition program requires that we take it. There have been instances when an organization became so enthusiastic about the possibility of freeing office space by clearing out old records that it went too far and discarded material too soon. But, usually, this is not the problem. Most of us tend to be overly cautious and to exaggerate the frequency of our references to material being considered for disposition. The following notes may help in evaluating total or office retention of a Records Series;

1. *The cost of maintenance of a file drawer of records in an office file is many times the cost of maintaining an equal volume of records in low-cost storage.*
2. *Permanent means forever. Few records are worth preserving forever, and the vast majority should be realistically limited in retention.*
3. *Few records have legal and financial value beyond 7 years and most records have served administrative needs after 1 to 3 years.*
4. *Eighty percent of references to most records occur within 1 year from date of receipt, the subsequent twenty percent on a declining basis after the first year. Therefore, as a general rule, records older than one to three years become inactive and should be transferred to a storage facility for permanent or temporary retention or destruction on the basis of a retention schedule.*

## E. RECORDS DISPOSITION INFORMATION

On the basis of your inventory and appraisal of a Records Series, it will, in many cases, be determined that a record is eligible for destruction after a specific retention or after microfilming. A GAA-24, Public Records Retention Schedule & Destruction Authorization, is a request to the Local Records Committee for approval of records destruction after a specific retention period. It must be completed and submitted to the Committee for authorization to destroy any record deemed to be disposable, unless on a General Schedule. The following guidelines will assist in evaluating the records of your office:

1. RECORD CLASSIFICATION: (Reference RCW 40.14) All records are designated "Public Records" and are classified as either "Official Public Records (OPR)" or "Office Files and Memoranda (OFM)."

Section 1. As used in this act, the term "Public Records" shall include any paper, correspondence, form, book, photograph, film, sound recording, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by any agency of the State of Washington or received by it in connection with the transaction of public business.

For the purposes of this act, public records shall be classified as follows:

- (1) Official Public Records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all records or documents required by law to be filed with or kept by any agency of the State of Washington; and all other documents or records, determined by the Records Committee, to be Official Public Records.

(2) Office Files and Memoranda shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee, to be Office Files and Memoranda.

According to RCW 40.14, Official Public Records must be retained for a period of not less than 7 years before they can become eligible for destruction upon the approval of the Local Records Committee. Office Files and Memoranda are eligible upon the approval of the Local Records Committee after a retention period recommended by the Office of Record.

2. JUSTIFYING REQUEST TO DESTROY RECORDS: The primary reason that we destroy records is they become too voluminous and hence too costly to retain permanently. There are, however, supporting reasons. A record may be obsolete and of no further administrative, legal, financial or research value after a specific retention. It may be a duplicate and not required except for a short reference period. A combination of these and other factors may apply to nullify the continual maintenance of a Records Series after a specific retention.

3. OTHER STATUTORY REQUIREMENTS: There are a few statutory requirements governing records destruction and preservation other than RCW 40.14 for Washington State records. However, some records do have specific statutory requirements for creation and destruction. Some records may be created as the result of a federal requirement and hence bear federal retention schedules or may require maintenance for lengths of time specified by the federal government due to its financial or other involvement in the program.



## WASHINGTON STATE RECORDS MANAGEMENT PROGRAM

## RCW 40.14 PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS -- STATE ARCHIVES

## 40.14.010 DEFINITION AND CLASSIFICATION OF PUBLIC RECORDS

As used in this chapter, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by or received by any agency of the State of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100. For the purposes of this chapter, public records shall be classified as follows:

(1) Official Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever, all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; all legislative records as defined in RCW 40.14.100; and all other documents or records determined by the Records Committee, hereinafter created, to be Official Public Records.

(2) Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee, hereinafter created, to be Office Files and Memoranda. (1971 First Extraordinary Session, Chapter 102, Section 1; 1957 Chapter 246, Section 1)

## 40.14.020 DIVISION OF ARCHIVES AND RECORDS MANAGEMENT - STATE ARCHIVIST - POWERS AND DUTIES - DUTIES OF PUBLIC OFFICIALS

All public records shall be and remain the property of the State of Washington. 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. In order to insure the proper management and safeguarding of public records, the Division of Archives of the Department of General Administration is designated as the Division of Archives and Records Management, and, under the administration of the State Archivist, who shall have reasonable access to all public records, wherever kept, for purposes of information, surveying, or cataloguing, shall undertake the following functions, duties and responsibilities:

- (1) To manage the Archives of the State of Washington;
- (2) To centralize the Archives of the State of Washington, to make them available for reference and scholarship, and to insure their proper preservation;
- (3) To inspect, inventory, catalog, and arrange Retention and Transfer Schedules on all record files of all state departments and other agencies of state government;
- (4) To insure the maintenance and security of all state public records and establish safeguards against unauthorized removal or destruction.
- (5) To establish and operate such State Records Centers as may from time to time be authorized by appropriation, for the purpose of preserving, servicing, screening and protecting all state public records which must be preserved temporarily or permanently, but which need not be retained in office space and equipment.
- (6) To gather and disseminate to interested agencies information on all phases of records management and current practices, methods, procedures and devices for efficient and economical management of records.

## RCW 40.14 PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS -- STATE ARCHIVES (continued)

(7) To operate a Central Microfilm Bureau which will microfilm, at cost, records approved for filming by the head of the office of origin and the Archivist, to approve microfilming projects undertaken by state departments and all other agencies of state government; and to maintain proper standards for this work.

(8) To maintain necessary facilities for the review of records approved for destruction and for their economical disposition by sale or burning; directly to supervise such destruction of public records as shall be authorized by the terms of this chapter. (1957 Chapter 246, Section 2)

### 40.14.030 TRANSFER TO STATE ARCHIVES - CERTIFIED COPIES, COST

All public records, not required in the current operation of the office where they are made or kept, and all records of every agency, commission, committee, or any other activity of state government which may be abolished or discontinued, shall be transferred to the State Archives so that the valuable historical records of the state may be centralized, made more widely available, and insured permanent preservation; PROVIDED, That this section shall have no application to public records approved for destruction under the subsequent provisions of this chapter.

When so transferred, copies of the public records concerned shall be made and certified by the Archivist, which certification shall have the same force and effect as though made by the officer in charge of them. Fees may be charged to cover the cost of reproduction. In turning over the archives of his office, the officer in charge thereof, or his successor, thereby loses none of his rights of access to them, without charge, whenever necessary. (1957 Chapter 246, Section 3)

### 40.140.040 RECORDS OFFICERS - TRANSFER SCHEDULES

Each department or other agency of the state government shall designate a Records Officer to supervise its records program and to represent the office in all contacts with the Records Committee, hereinafter created, and the Division of Archives and Records Management. The Records Officer shall:

- (1) Coordinate all aspects of the Records Management Program.
- (2) Inventory, or manage the inventory of all public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the State Archivist and State Records Committee, PROVIDED, That Essential Records shall be inventoried and processed in accordance with Chapter 40.10 at least annually.
- (3) Consult with any other personnel responsible for maintenance of specific records within his state organization regarding records retention and transfer recommendations.
- (4) Analyze records inventory data, examine and compare divisional or unit inventories for duplication of records, and recommend to the State Archivist and State Records Committee minimal retentions for all copies commensurate with legal, financial and administrative needs.
- (5) Approve all records Inventory and Destruction Requests which are submitted to the Local Records Committee.
- (6) Review established Records Retention Schedules at least annually to insure that they are complete and current.
- (7) Exercise internal control over the acquisition of filming and file equipment.
- (8) Report annually all savings resulting from records disposition actions to his management, the State Archivist and the Office of Program Planning and Fiscal Management.

If a particular agency or department does not wish to transfer records at a time previously scheduled therefor, the Records Officer shall, within thirty days, notify the Archivist and request a change in such previously set schedule, including his reason therefor. (1973 Chapter 54, Section 3; 1957 Chapter 246, Section 4)



#### 40.14.050 RECORDS COMMITTEE - COMPOSITION, MEETINGS, POWERS AND DUTIES - RETENTION SCHEDULES

There is created a committee, to be known as the Records Committee, composed of the Archivist, an appointee of the State Auditor, and an appointee of the Attorney General. Committee members shall serve without additional salary, but shall be entitled to traveling expenses incurred incident to committee records. Such expenses shall be paid from the appropriations made for their respective offices.

The Records Committee shall meet at least once every quarter or oftener as business dictates. Action by the Committee shall be by majority vote and records shall be kept of all Committee business.

It shall be the duty of the Records Committee to approve, modify or disapprove the recommendations on Retention Schedules of all files of public records and to act upon requests to destroy any public records, PROVIDED, That any modification of a request or recommendation must be approved by the agency originating the request or recommendation.

The Division of Archives and Records Management shall provide forms, approved by the Records Committee, upon which it shall prepare recommendations to the Committee in cooperation with the Records Officer of the department or other agency whose records are involved. (1957 Chapter 246, Section 5)

#### 40.14.060 DESTRUCTION, DISPOSITION OF OFFICIAL PUBLIC RECORDS, OFFICE FILES AND MEMORANDA

Official Public Records shall not be destroyed until they are either photographed, microphotographed, photostated, or reproduced on film, or until they are seven years old, except on a showing of the department of origin, as approved by the Records Committee, that the retention of such records for a minimum of seven years is both unnecessary and uneconomical, particularly where lesser federal retention periods for records generated by the state under federal programs are involved; PROVIDED, That any lesser term of retention than seven years must have the additional approval of the Director of the Budget, the State Auditor and the Attorney General, except where records have federal retention guidelines, the State Records Committee may adjust the retention period accordingly; PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for Official Public Records shall not be made as to records on existing Records Retention Schedules but the same shall be reviewed individually by the Local Records Committee for approval or disapproval of the change to a retention period of seven years.

Recommendations for the destruction or disposition of Office Files and Memoranda shall be submitted to the Records Committee upon forms prepared by the Records Officer of the agency concerned and the Archivist. The Committee shall determine the period of time that any Office File or Memorandum shall be preserved and may authorize the Division of Archives and Records Management to arrange for its destruction or disposition. (1973 Chapter 54, Section 4; 1957 Chapter 246, Section 6)

#### 40.14.070 DESTRUCTION OF LOCAL GOVERNMENT RECORDS - PRESERVATION FOR HISTORICAL INTEREST - LOCAL RECORDS COMMITTEE, DUTIES

County, municipal, and other local government agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the Division of Archives and Records Management, lists of such records, in triplicate on forms prepared by the Division. The Archivist and the Chief Examiner of Municipal Corporations of the Office of the State Auditor and a representative appointed by the Attorney General shall constitute a committee to be known as the Local Records Committee which shall review such lists, and

40.14.070 DESTRUCTION OF LOCAL GOVERNMENT RECORDS - PRESERVATION FOR HISTORICAL INTEREST - LOCAL RECORDS COMMITTEE, DUTIES (continued)

may veto the destruction of any or all items contained therein.

A local government agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring Disposition Schedules recommended by the agency to the Local Records Committee. The Schedules are to be submitted on forms provided by the Division of Archives and Records Management to the Local Records Committee, which may either veto, approve, or amend the Schedule. Approval of such Schedule or amended Schedule shall be by unanimous vote of the Local Records Committee. Upon such approval, the Schedule shall constitute authority for the local government agency to destroy the records listed thereon, after the required retention period, on a recurring basis until the Schedule is either amended or revised by the Committee.

No public record other than Office Files and Memoranda of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is seven years old, and except as otherwise provided by law no public record shall be destroyed until approved for destruction by the Local Records Committee; PROVIDED, That where records have federal retention guidelines the Local Records Committee may adjust the retention period accordingly; PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for Official Public Records shall not be made as to records on existing Records Retention Schedules but the same shall be reviewed individually by the Local Records Committee for approval or disapproval of the change to a retention period of seven years.

The State Archivist may furnish appropriate information, suggestions, and guidelines to local government agencies for their assistance in the preparation of lists and Schedules or any other matter relating to the retention, preservation, or destruction of records under this chapter. The Local Records Committee may adopt appropriate regulations establishing procedures to be followed in such matters.

Records of county, municipal, or other local government agencies, designated by the Archivist as of primarily historical interest, may be transferred to a recognized depository agency selected by the Archivist, in order to relieve local offices of the burden of housing them, to insure their preservation, and to make them available for reference or study. (1973 Chapter 54, Section 5; 1971 First Extraordinary Session Chapter 10, Section 1; 1957 Chapter 246, Section 7)

40.14.080 CHAPTER NOT TO AFFECT OTHER LAWS

The provisions of this chapter shall not be construed as repealing or modifying any other acts or parts of acts authorizing the destruction of public records save for those specifically named in Section 9 of this act; nor shall this chapter affect the provisions of RCW 40.04.020 requiring the deposit of all state publications in the State Library. (1957 Chapter 246, Section 8)