

Summary of Changes

Public Schools (K-12) Records Retention Schedule v.8.3 (June 2020)

Formerly known as *School Districts and Educational Service Districts Records Retention Schedule*

Note: Scope of schedule broadened to include all public (K-12) schools (including charter schools and those operated by state agencies such as the Military Department's Youth Academy, Washington State School for the Blind, and Washington School for the Deaf.

New Records Series Added

- Seven (7) new records series have been added to this records retention schedule:
 1. **Accreditation (Applications/Maintenance) (DAN SD2020-001) p.14**
"6 years after end of accreditation/denial or until superseded by new accreditation (Non-Archival)"
 2. **Court Orders Regarding Students (DAN SD2020-002) p.66**
"Until superseded or 3 years from the expiration date of the instrument, whichever is sooner (Non-Archival)"
 3. **Papers, Projects, and Other Assignments Submitted by Students – Not Retrieved (DAN SD2020-003) p.40**
"Until end of school year (Non-Archival)"
 4. **Student Behavioral Support (DAN SD2020-004) p.57**
"Until end of school year (Non-Archival)"
 5. **Student Discipline – Founded (State Reportable Misconduct) (DAN SD2020-005) p.58**
"6 years after matter resolved (Non-Archival)"
 6. **Student Discipline – Unfounded (DAN SD2020-006) p.58**
"Until no longer needed for agency business (Non-Archival)"
 7. **Video Consent Form for Teacher Candidate Exam Video Submission (DAN SD2020-007) p.8**
"6 years after destruction of video (Non-Archival)"

Retention Changes

- Five (5) records series have changes to their retention period/cutoff:
 1. **Accreditation (Outcome) (DAN SD51-05-11) p.15**
Changed from "6 years after end of calendar year (Archival - Permanent)" to "6 years after end of accreditation *or* until superseded by new accreditation (Archival – Permanent)"
 2. **Administration of Federal and State Categorical Grant Programs (DAN SD51-06A-02) p.25**

Changed from “Until completion of State Auditor’s examination report and retain for period required by grant or program, whichever is later (Non-Archival)” to “Until completion of State Auditor’s examination report and retain for period required by grant or program (Non-Archival)”

3. **Certificated Years of Experience (DAN SD2014-022) p.23**

Reduced from “Death of employee or employee reaches age 80, whichever is earlier (Non-Archival)” to “60 years after expiration or renewal of certification (Non-Archival)”

4. **Course Description Catalog (DAN SD51-06A-19) p.26**

Reduced from “Life of agency (Non-Archival)” to “Until superseded (Archival – Permanent Retention)”

5. **Curriculum Summaries and Guides (DAN SD51-06A-05) p.28**

Changed from “Until no longer needed for agency business (Archival – Permanent Retention)” to “Until superseded (Non-Archival)”

Other Minor Changes

- Fifty-three(53) records series have changes to their title and/or description:

1. **Absence (Student) – Grades K-8 (DAN SD51-04-01) p.51**

2. **Absence (Student) – Grades 9-12 (DAN SD2011-154) p.52**

3. **Accreditation (Outcome) (DAN SD51-05-11) p.15**

4. **Agency-Provided Training – In-Service Education Program (DAN SD51-04G-01) p.17**

5. **Alternative Learning Experience (ALE) (DAN SD2012-074) p.39**

6. **Attendance – School-Sponsored Activities, Events and Programs (DAN SD51-06C-31) p.54**

7. **Authorization For/Release of Student Records – Prior Consent Not Required (DAN SD51-05F-02) p.60**

8. **Authorization For/Release of Student Records – Prior Consent or Documentation Required (DAN SD2012-068) p.61**

9. **Certificated Years of Experience (DAN SD2014-022) p.23**

10. **Course Description Catalog (DAN SD51-06A-19) p.26**

11. **Curriculum Requests/Waivers/Substitutions (DAN SD51-06A-11) p.27**

12. **Curriculum Summaries and Guides (DAN SD51-06A-05) p.28**

13. **Essential Academic Learning Requirements (EALR) – Program Files (DAN SD51-06A-06) p.28**

14. **Grade Documentation – Secondary (DAN SD51-06E-02) p.40**

15. **Graduate List (DAN SD51-20-10) p.62**

16. **Health/Nurse Room Registry (DAN SD51-09-05) p.74**

17. **Health Care/Services Provided to Students (DAN SD2012-071) p.73**
18. **Healthy Youth Survey Results (DAN SD51-12-05) p.10**
19. **Historical Records, Materials and Artifacts from Commemorative Events and Displays (DAN SD51-01-52) p.6**
20. **Homeless Child and Youth Identification/Eligibility Determination (DAN SD2012-064) p. 43**
21. **Immunization/Exemption Reporting Compliance (DAN SD2012-065) p.44**
22. **Immunization-Related Exclusions (DAN SD2012-066) p.45**
23. **Impact Aid Programs – Child Not Eligible (DAN SD51-03C-17) p.10**
24. **Instructional Materials Subject File (DAN SD51-06A-10) p.29**
25. **Interscholastic Activities – Eligibility (DAN SD51-03-04) p.77**
26. **List of HIV/AIDS and Hepatitis B Virus (HBV) Trained Employees (DAN SD51-04G-03) p.24**
27. **Medication Errors (DAN SD2012-072) p.74**
28. **Medication Inventory (DAN SD2012-073) p.75**
29. **Official Student Record – Change Request Denied (DAN SD2012-069) p.64**
30. **Public Research Access Requests (DAN SD51-01-35) p.8**
31. **Reporting – Office of the Superintendent of Public Instruction (OSPI) - General (DAN SD51-01-37) p.11**
32. **Reporting – Student Health and Safety (DAN SD2012-063) p.12**
33. **Reporting – Suspected Child Abuse (DAN SD51-09-03) p.13**
34. **School Safety Plans (DAN SD2011-153) p.9**
35. **Skills Center Patient Case Files (DAN SD51-10-02) p.33**
36. **Skills Center Student Time Log/Sheet (DAN SD51-10-03) p.33**
37. **Special Education Program – Student History File (DAN SD51-05I-02) p.34**
38. **Special Education Program – Student History File Retention/Disposition Notification (DAN SD51-05I-03) p.35**
39. **Special Education Program – Student Not Eligible (DAN SD51-05I-04) p.35**
40. **Standardized Achievement Test Results – Individual Student (DAN SD51-06A-17) p.37**
41. **Standardized Achievement Testing (Mandatory) (DAN SD51-06A-18) p. 38**
42. **Standardized Achievement Tests – Communication and Requests (DAN SD2014-025) p.36**
43. **Student Assessments (School/District Optional) – Test Selection (DAN SD2014-023) p.41**
44. **Student Assessment (School/District Optional) – Testing and Results (DAN SD2014-024) p.42**
45. **Student Assignment (General) (DAN SD51-05J-06) p.46**
46. **Student Assignment – Special Service Programs (Transitional Bilingual Instruction) (DAN SD2014-027) p.49**
47. **Student Assignment – Transfer Requests (Not Granted) (DAN SD2012-067) p.50**
48. **Student Cumulative Folder (Student File Folder) (DAN SD51-05F-07) p.65**

- 49. **Student Discipline – Founded (Code of Conduct Violations) (DAN SD51-05F-08) p.57**
- 50. **Student Registration (DAN SD51-05J-04) p.50**
- 51. **Student Tracking (DAN SD51-04-14) p.55**
- 52. **Student Transportation Report Records (DAN SD51-05G-07) p.79**
- 53. **Superintendent of Schools (General) (DAN SD51-05-13) p.16**

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

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Non-Archival” to “Archival (Permanent Retention)”:
 1. **Course Description Catalog (DAN SD51-06A-19) p.26**
Rationale: Based on an appraisal by Washington State Archives.
- One (1) records series is being changed from “Archival (Permanent Retention)” to “Non-Archival”:
 1. **Curriculum Summaries and Guides (DAN SD51-06A-05) p. 28**
Rationale: Based on an appraisal by Washington State Archives.
- One (1) records series is being changed from “Archival (Permanent Retention)” to “Archival (Appraisal Required)”:
 1. **Historical Records, Materials and Artifacts from Commemorative Events and Displays (DAN SD51-01-52) p.6**
Rationale: Based on an appraisal by Washington State Archives.
- Two (2) records series are being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Healthy Youth Survey Results (DAN SD51-12-05) p.10**
Rationale: Based on an appraisal by Washington State Archives.
 2. **School Master Schedule (DAN SD51-20-03) p.30**
Rationale: Based on an appraisal by Washington State Archives.

Archival Series Being Revoked

- Four (4) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Descriptive Guide to School District Administration and Buildings (DAN SD51-05-05)** covered by Publications – Master Set (DAN GS50-06F-04) / State Publications (DAN GS 15008)
 2. **Educational Service District Boundary Records (DAN SD51-11-02)** covered by Jurisdiction Boundary – Official (DAN GS50-16-09)

3. **School Assignment Procedures (DAN SD51-05J-05)** covered by Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GS50-01-24) / Policies and Procedures – Agency Core Mission (DAN GS 10002).
4. **School Service Boundary Records (DAN SD51-05-02)** covered by Jurisdiction Boundary – Official (DAN GS50-16-09)

Non-Archival Series Being Revoked

- A total of (12) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Reporting – Operating Savings (Major Facility Projects) (DAN SD51-12-03)** covered by Reporting/Filing (Mandatory) – Assets (DAN GS2012-044) / Reporting to External Agencies (Mandatory) (DAN GS 19004)
- Eleven (11) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Bus Condition Checklist (DAN SD51-05G-04)** covered by Inspections/Monitoring – Non-Regulated (DAN GS2012-037) / Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017)
 2. **Bus Operations Daily Log (DAN SD51-05G-06)** covered by Student Transportation Report Records (DAN SD51-05G-07)
 3. **Community Challenges of Instructional Materials (DAN SD51-06A-03)** covered by Citizen Complaints/Requests (DAN GS50-01-09) / Client/Customer Feedback and Complaints (DAN GS 09016)
 4. **Improper Student Conduct on the Bus (DAN SD51-05G-13)** covered by Security Monitoring – Oversight/Surveillance Recordings (DAN GS50-06B-18) / Security Monitoring – No Incident (DAN GS 25003); If an incident occurs, records are covered by the appropriate series in the Student Discipline Section (6.3).
 5. **Medication Administration Daily Log (DAN SD51-09-08)** covered by Health Care/Services Provided to Students (DAN SD2012-071)
 6. **Payroll Status Sheets for Districts Not Using Personnel Action Request Forms (DAN SD51-03E-28)** covered by Payroll Processing, Distribution and Reporting (DAN GS50-03E-03 / GS 03033) and Employee Pay – History (DAN GS50-03E-15 / GS 03031)
 7. **Payroll Status Sheets for Districts Using Personnel Action Request Forms (DAN SD51-03E-26)** covered by Records Documented as Part of More Formalized Records (DAN GS2016-009 / GS 50012)
 8. **Public Research Access Request Log (DAN SD51-01-39)** covered by Public Research Access Request (DAN SD51-01-35)
 9. **School Service Boundary Decision Working File (DAN SD51-05-08)** covered by Jurisdiction Boundary – Development (DAN GS52-03A-05)
 10. **Student Disciplinary Action Report (DAN SD51-01-50)** covered by Student Discipline – Founded (DAN SD51-05F-08)
 11. **Student Identification Photos (DAN SD2012-070)** covered by Student Cumulative Folder (Student File Folder) (DAN SD51-05F-07)

Net Reduction in Records Series: 9 (from 134 series down to 125 series)