

# SCHOOL DISTRICTS OF WASHINGTON STATE

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# SUPERSEDED

## RECORDS MANAGEMENT GUIDELINES

<http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc>

and

## GENERAL RECORDS RETENTION SCHEDULES

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This publication updates your April 1999 edition. For consistency of retentions, the general schedules specific to School Districts included general schedules used by all Local Governments (e.g. Accounting, Personnel, Records Management etc.). This edition reflects those general schedule updates and also updates the overall schedule format (e.g. signature coversheet authority for each section, and permanently assigns a Disposition Authority Number to each record series). If you have any questions regarding this manual, please contact your Regional Branch Archives at <http://www.secstate.wa.gov/archives/archives.asp> or the Records Management staff in Olympia 360.586.4902.

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ACCOUNTING

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

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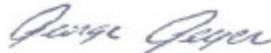
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ACCOUNTING - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: **ALL LOCAL GOVERNMENT AGENCIES**

Schedule Title: **ACCOUNTING –BANKING**

DISPOSITION AUTHORITY **GS50-03B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
2	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
3	DEPOSIT REGISTER - UTILITIES ACCOUNTING	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
4	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
5	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
6	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
7	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
8	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
9	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	
10	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND 1. Authority to issue duplicated check or warrant in case of loss or destruction. 2. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
11	SIGNATURE RECORDS List of employees and their signatures who are authorized to sign checks/warrants.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	

Schedule Title: **ACCOUNTING – BUDGET**

DISPOSITION AUTHORITY **GS50-03D**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
2	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter, and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03D-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
3	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – BUDGET

DISPOSITION AUTHORITY GS50-03D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
4	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
5	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
6	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
7	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
8	FINAL BUDGET	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03D-08	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
9	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
10	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	

SUPERSEDED

Schedule Title: ACCOUNTING – GENERAL

DISPOSITION AUTHORITY GS50-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
2	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
3	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
5	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – GENERAL

DISPOSITION AUTHORITY GS50-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
7	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
8	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
9	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
10	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
11	FIXED ASSETS INVENTORY DOCUMENTATION Includes fixed asset inventory (year-end) as well as documentation of current status, and updates and adjustments to the fixed asset inventory.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	
12	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
13	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	
14	GENERAL LEDGER  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	6 years  Pre-1900 general ledgers have potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03A-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency should be kept.
15	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-16	
16	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – GENERAL

DISPOSITION AUTHORITY GS50-03A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
17	INVENTORY OF FIXED ASSETS Year-end report.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
18	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	
19	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
20	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
21	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
22	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
23	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
24	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
25	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
26	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	
27	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
28	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
29	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
30	WARRANT/CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
31	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	
32	WARRANT REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	

Schedule Title: ACCOUNTING – INTERNAL AUDIT

DISPOSITION AUTHORITY GS50-03F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – INTERNAL AUDIT

DISPOSITION AUTHORITY GS50-03F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01	
2	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	OPR	6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-03	

Schedule Title: ACCOUNTING – PAYROLL

DISPOSITION AUTHORITY GS50-03E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS	
			PRIMARY RECORD COPY	SECONDARY RECORD COPY			
1	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	SUPERSEDED	
2	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02		
3	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03		
4	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification.  ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – <b>See remarks.</b>	OPR  OFM	If used for retirement verification – 60 years  If NOT used for retirement verification – 3 years <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03E-04		Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
5	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05		
6	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06		
7	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07		

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ACCOUNTING – PAYROLL

DISPOSITION AUTHORITY GS50-03E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	
9	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	
10	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
11	DISABILITY, HEALTH AND WELFARE CLAIMS - PAYROLL	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	
12	EMPLOYEE EARNINGS QUARTERLY REPORTS	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-12	
13	EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W-4)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-13	
14	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-14	
15	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits.  <b>ESSENTIAL RECORD</b> if used for retirement verification – Needs security microfilm backup – <b>See remarks.</b>	OPR  OFM	If used for retirement verification – 60 years  If NOT used for retirement verification – 3 years <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03E-15	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
16	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	
17	LEAVE BUY-BACK ACCEPTANCE FORMS	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
18	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	
19	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03E-19	
20	MEDICAL INSURANCE REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	
21	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	

SUPERSEDED

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Schedule Title: ACCOUNTING – PAYROLL

DISPOSITION AUTHORITY GS50-03E

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
22	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits.  <b>ESSENTIAL RECORD</b> if used for retirement verification – Needs security microfilm backup – <b>See remarks.</b>	OPR  OFM	If used for retirement verification – 60 years  If NOT used for retirement verification – 3 years <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03E-22	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
23	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
24	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	
25	SUPPORTING DOCUMENTS AND REPORTS - PAYROLL Documentation of status of and adjustments to payroll accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-25	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE - INCLUSIVE Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

**Schedule Title: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE**

**DISPOSITION AUTHORITY GS50-02**

**THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:**

Series NO.	TITLE AND DESCRIPTION
1	<b>AGENCY PUBLICATIONS</b> Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	<b>CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS</b> Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	<b>INFORMATIONAL COPIES</b> Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	<b>LETTERS OF TRANSMITTAL</b> Letters of transmittal, which do not add any information to the transmitted materials.
5	<b>MISCELLANEOUS MEMORANDA</b> Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	<b>PRELIMINARY DRAFTS</b> Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	<b>REPRODUCTION MATERIALS</b> Includes materials such as stencils, hectograph masters and offset plates.
8	<b>ROUTING SLIPS</b> Routing slips used to direct the distribution of documents.
9	<b>SHORTHAND NOTES, STENOGRAPH TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS</b> After they have been transcribed into typewritten or printed form on paper or microfilm.
10	<b>TELEPHONE MESSAGES</b> "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	<b>USED / CANCELLED EVENT TICKETS AND PASSES</b>

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMIN. RECORDS COMMON TO ALL DEPTS. AND SCHOOLS

DISPOSITION AUTHORITY GS 51-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records series organized by issue, person, subject, or other areas of interest.	OFM	District option - elected official, executive and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-02	Contact your Regional Archivist before disposing of elected official, executive, or department head files.
3	AFFIRMATIVE ACTION COMPLIANCE REPORTS	OFM	Retained in affirmative action office	Destroy when obsolete or superseded	GS50-01-32	
4	ANNUAL REPORTS Office reference copies of reports of activities submitted yearly to the school board.	OFM	Clerk/Secretary of the Board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist before disposing of this record.
5	APPOINTMENT CALENDARS Provides a record of appointments, "to do" lists, and meeting schedules.	OFM	Current year – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads should keep appointment calendars at least 1 additional year to document their activities for legal purposes.
6	BIOGRAPHICAL FILES ON DISTRICT OFFICIALS AND STAFF	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-01	Contact your Regional Archivist before disposing of this record.
7	BUDGET AND BUDGET DEVELOPMENT FILES Office reference copies of the final budget and budget development files. The official record copies of the final budgets are retained permanently as reference attachments to the ordinances or resolutions, which adopt them.	OFM	Final budget held by Clerk/Secretary of the Board - PERMANENT	Destroy when obsolete or superseded	GS50-03D-03	
8	BYLAWS, ASSOCIATED STUDENT BODY AND STUDENT ORGANIZATIONS	OPR	Permanent (school) – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-01-08	Contact your Regional Archivist before disposing of this record.
9	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	District option - elected official, executive, and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-08	Contact your Regional Archivist before disposing of elected official, executive, or department head files.
10	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
11	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
12	CONTRACTS AND AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
13	CORRESPONDENCE Letters, memoranda, and attached materials sent and received during the course of District business.	OFM	2 years - elected official, executive, and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-12	Contact your Regional Archivist before disposing of elected official, executive, or department head files.
14	DESCRIPTIVE GUIDE TO SCHOOL DISTRICT ADMINISTRATION AND STAFFING	OFM	Retained in superintendent's office	Destroy when obsolete or superseded	GS51-04-14	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMIN. RECORDS COMMON TO ALL DEPTS. AND SCHOOLS

DISPOSITION AUTHORITY GS 51-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	DISTRICT HISTORY FILES	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-02	Contact your Regional Archivist before disposing of this record.
16	DISTRICT PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL Photographic negatives may be held in the Regional Archives for permanent preservation and security backup - <b>See remarks.</b>	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-06	Contact your Regional Archivist before disposing of this record or to discuss transfer of negatives for permanent preservation and security backup.
17	EMPLOYMENT APPLICATIONS (NOT HIRED) Office copies of employment applications submitted by applicants who where not hired.	OFM	Personnel office - 3 years	Destroy when obsolete or superseded	GS50-04B-01	
18	ENROLLMENT REPORTS THAT GENERATE APPORTIONMENT FUNDING	OPR	6 years	Until completion of State Auditor's examination report	GS51-01-18	
19	FACILITY USE AUTHORIZATION / PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS51-01-19	
20	FINANCIAL REPORTS Office reference copies of monthly, quarterly, and annual reports made to and/or by the department regarding its expenditures and the status of its budget.	OFM	Retained in business and accounting office	Destroy when obsolete or superseded	GS53-03D-06	
21	FIRE AND OTHER EMERGENCY DRILL REPORTS	OFM	Retained in safety/risk management office	Destroy when obsolete or superseded	GS51-01-21	
22	FIRST AID / CPR TRAINING DOCUMENTATION	OPR	Until superseded plus 6 years	Destroy when obsolete or superseded	GS51-01-22	
23	FISCAL, PURCHASE AND RECEIVING DOCUMENTS Office reference copies of vouchers, purchase orders, field orders, requisitions, and invoices. The official record copies of these records are retained for 6 years by the District finance and/or purchasing officer.	OFM	Finance or Purchasing Office - 6 years	Destroy when obsolete or superseded	GS50-01-17	
24	JOB DESCRIPTIONS Duties and qualifications necessary for each job.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-05	
25	LEGAL OPINIONS Office reference copies of official legal opinions issued and retained permanently by the District attorney. If the District attorney is not an District employee, the permanent copy should be held by the District Superintendent.	OFM	District attorney - PERMANENT	Destroy when obsolete or superseded	GS53-02-03	
26	MAILING LISTS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
27	MINUTES, ASSOCIATED STUDENT BODY AND STUDENT ORGANIZATIONS	OPR	Permanent (school) – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-13	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMIN. RECORDS COMMON TO ALL DEPTS. AND SCHOOLS

DISPOSITION AUTHORITY GS 51-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
28	NEGOTIATED SCHOOL CALENDARS	OFM	Retained in superintendent's office	Destroy when obsolete or superseded	GS51-01-28	
29	NEWSPAPER CLIPPINGS	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-05	Contact your Regional Archivist before disposing of this record.
30	OFFICIAL DISTRICT POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	Superintendent - Permanent – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before disposing of this record.
31	PAYROLL REPORTS Office reference copies of reports issued and retained by the payroll office for 6 years or to satisfy state retirement system audit requirements.	OFM	Payroll office - 6 years, OR 60 years if needed for retirement audit	Destroy when obsolete or superseded	GS50-03E-25	
32	PERSONNEL FILES Office reference copies of files compiled and retained for 6 years after termination of employment by the personnel department.	OFM	Personnel office - Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-06	
33	PRESS RELEASES	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-07	Contact your Regional Archivist before disposing of this record.
34	PUBLIC OPINION POLLS	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-30	Contact your Regional Archivist before disposing of this record.
35	PUBLIC RESEARCH ACCESS REQUEST	OPR	Resolution of request plus 3 years	Destroy when obsolete or superseded	GS51-01-35	
36	RECEIPTS FOR CASH RECEIVED Office reference copies.	OFM	Finance office - 6 years	3 years	GS50-03A-21	
37	REPORTS REQUIRED BY SPI	OFM	Retained by SPI	Until completion of State Auditor's examination report.	GS51-01-37	
38	REPORTS, STUDIES AND SURVEYS	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record.
39	RESEARCH REQUEST LOG	OFM	Last entry plus 3 years	Destroy when obsolete or superseded	GS51-01-39	
40	SCHOOL BOARD MEETING AGENDAS Office reference copies.	OFM	Board of Directors - 3 years	Destroy when obsolete or superseded	GS50-05A-03	
41	SCHOOL BOARD MINUTES Office reference copies of minutes retained permanently by the school board.	OPR	Board of Directors - PERMANENT	Destroy when obsolete or superseded	GS50-05A-13	
42	SCHOOL BOARD RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of resolutions submitted for the approval of the school board	OFM	3 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-25	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADMIN. RECORDS COMMON TO ALL DEPTS. AND SCHOOLS

DISPOSITION AUTHORITY GS 51-01

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
43	SCHOOL BOARD RESOLUTIONS Office reference copies of resolutions retained permanently by the school board.	OPR	Board of Directors - PERMANENT	Destroy when obsolete or superseded	GS50-05A-16	
44	SCRAPBOOKS AND ALBUMS	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-08	Contact your Regional Archivist before disposing of this record.
45	SIGN IN / OUT LOGS Includes logs for students, substitute teachers, volunteers, and visitors.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
46	SIGNATURE OF RECEIPT RECORD Receipts or lists signed by employees to verify receipt of instructions, or documents such as paychecks, leave/benefit reports, retirement system accounting statements, etc.	OFM	1 year	Destroy when obsolete or superseded	GS51-01-46	
47	SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE DISTRICT	OFM	District option - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-09	Contact your Regional Archivist before disposing of this record.
48	SPI BULLETINS / MEMORANDA	OFM	Until superseded or expired	Destroy when obsolete or superseded	GS51-01-48	
49	STATEMENT OF REQUIREMENTS & EXPECTATIONS SIGNED AND RETURNED BY PARENT/GUARDIAN	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-01-49	
50	STUDENT DISCIPLINARY ACTION REPORT	OFM	3 years (school)	Destroy when obsolete or superseded	GS51-01-50	
51	STUDENT/STAFF EMERGENCY INFORMATION FORM	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-01-51	
52	TELEVISION / PHOTO RELEASE FORM	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-01-52	
53	WORK ORDERS	OFM	Retained in Facilities Administration	Destroy when obsolete or superseded	GS50-06B-13	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ADVISORY COUNCILS, COMMISSIONS AND BOARDS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

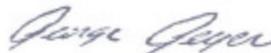
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ADVISORY COUNCILS, COMMISSIONS AND BOARDS - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ADVISORY COUNCILS, COMMISSIONS AND BOARDS

DISPOSITION AUTHORITY GS50-05B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AGENDA PACKETS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all referenced and attached documents.	OFM	3 years – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05	
3	CORRESPONDENCE – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	2 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MINUTES – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all references and attached documents.	OPR	6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05B-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OPR	6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05B-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ATHLETICS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to School districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ATHLETICS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: ATHLETICS

DISPOSITION AUTHORITY GS51-03

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT / INJURY REPORT – STUDENT	OFM	Retained by safety/risk management office	3 years	GS50-06C-02	
2	ANNUAL EVALUATIONS FOR RECREATION / ATHLETIC PROGRAMS	OFM	3 years	Destroy when obsolete or superseded	GS51-03-02	
3	ATHLETE / TEAM ACHIEVEMENT RECORDS Statistics and league standings.	OPR	PERMANENT Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-03-03	Contact your Regional Archivist before disposing of this record.
4	ATHLETIC ELIGIBILITY RECORDS Includes physicals, insurance, grade point, appeals, and emergency information.	OFM	3 years – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-03-04	Primary copy of insurance on individuals should be kept with District Insurance files.
5	COACHES QUALIFICATIONS DOCUMENTATION As per WIAA.	OPR	Termination plus 6 years (primary copy may be retained in personnel office)	Destroy when obsolete or superseded	GS51-03-05	
6	LEAGUE COACH'S MANUAL	OFM	Retained in league office. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-03-06	Contact your Regional Archivist before disposing of this record.
7	LEAGUE CONSTITUTION AND BYLAWS	OPR	Retained in league office. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-03-07	Contact your Regional Archivist before disposing of this record.
8	LEAGUE MINUTES	OPR	Retained in league office. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-03-08	Contact your Regional Archivist before disposing of this record. MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
9	LEAGUE POLICIES AND PROCEDURES Handbooks, bulletins, rules, practical arrangements, home team responsibilities.	OPR	Retained in league office. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-03-09	Contact your Regional Archivist before disposing of this record.
10	REGISTRATION FORMS	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-03-10	
11	SCHEDULES Dates and locations of school games, meets, and matches for season and tournament play.	OFM	3 years	Destroy when obsolete or superseded	GS51-03-11	
12	SCHOOL PROTESTS OF GAMES	OFM	2 years	Destroy when obsolete or superseded	GS51-03-12	
13	SCOREBOOK, SCORESHEETS	OFM	2 years	Destroy when obsolete or superseded	GS51-03-13	
14	TEAM ROSTERS	OFM	2 years	Destroy when obsolete or superseded	GS51-03-14	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ATTENDANCE

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ATTENDANCE - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: ATTENDANCE

DISPOSITION AUTHORITY GS51-04

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ABSENCE EXCUSE	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-01	
2	ABSENCE NOTIFICATION LOG	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-02	
3	ABSENCE NOTIFICATION REPORT Written notification to parent/guardian regarding a student's absences.	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-03	
4	ATTENDANCE RECORD, INDIVIDUAL STUDENT Supports Enrollment Report.	OFM	3 years	Destroy when obsolete or superseded	GS51-04-04	
5	ATTENDANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS51-04-05	
6	BUILDING-LEVEL STATISTICAL REPORTS ON SCHOOL ABSENCES REQUIRED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION	OPR	Superintendent of Public Instruction has primary copy	Destroy when obsolete or superseded	GS51-04-06	
7	COMPULSORY SCHOOL ATTENDANCE PETITION / DISPOSITION LOGS Summary listing which tracks the filing and disposition of Petitions to Compel School Attendance.	OFM	Last entry plus 6 years	Destroy when obsolete or superseded	GS51-04-07	
8	DAILY PERIOD ATTENDANCE INPUT Includes electronic and paper input.	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-08	
9	DISTRICT-LEVEL STATISTICAL REPORTS ON SCHOOL ABSENCES REQUIRED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION	OPR	Superintendent of Public Instruction has primary copy	3 years	GS51-04-09	
10	STUDENT ABSENCE CASE FILE Documents districts' dealings with individual students having attendance problems. May include but is not limited to the following: Absence Reports, Absence Report Profiles, Absence/Attendance Discipline Letters (sent to parent/guardian), Petitions to Compel School Attendance/Compulsory School Attendance Filing Forms, Intervention Plan, Truancy Conference Counseling Forms.	OPR	6 years	Destroy when obsolete or superseded	GS51-04-10	
11	STUDENT ABSENCE REPORT ROSTERS Reports tracking absences in the total student population. May include but is not limited to the following: Rosters of Students with Excused Absences (by period), Rosters of Students with Un-excused Absences (by period), Rosters of Students with Excused Absences (daily), Rosters of Students with Un-excused Absences (daily).	OFM	3 years	1 year	GS51-04-11	
12	STUDENT ADMIT SLIPS	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-12	

SUPERSEDED

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: ATTENDANCE

DISPOSITION AUTHORITY GS51-04

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	STUDENT BUS/PICK-UP CHANGES	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-13	
14	STUDENT LATE ARRIVAL AND EARLY DEPARTURE LOGS	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-14	

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: BOARD OF DIRECTORS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for other copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

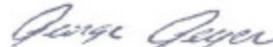
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## BOARD OF DIRECTORS - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

**Schedule Title: BOARD OF DIRECTORS**

**DISPOSITION AUTHORITY GS50-05A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
2	AGENDA REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02	
3	AGENDAS/BRIEFS/PACKETS Council, Commission, or Board Member Agendas/Briefs/Packets	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer.	OPR	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-05A-04	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER DISTRICT OFFICIALS	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05	
6	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes.	OPR	6 years OR 1-year if transcribed, and transcription is approved - See remarks	Destroy when obsolete or superseded	GS50-05A-06	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.
7	DISTRICT CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county charter review.	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-07	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: BOARD OF DIRECTORS

DISPOSITION AUTHORITY GS50-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	DISTRICT CHARTERS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority.  <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-01	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
9	GOALS & OBJECTIVES WORKING FILE	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-11	
10	INDEXES TO MINUTES AND RESOLUTIONS  <b>ESSENTIAL RECORD</b> – Needs security microfilm backup - <b>See remarks</b> .	OFM	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-12	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
11	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED Includes all referenced and attached documents.  <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-13	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
12	OATHS OF OFFICE  <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
13	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: BOARD OF DIRECTORS

DISPOSITION AUTHORITY GS50-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
14	RECORDS OF PUBLIC HEARINGS May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-18	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
15	RESOLUTIONS <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-16	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
16	SUB-COMMITTEE MINUTES/REPORTS	OPR	6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-08	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS	OPR	6 years – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-05A-21	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

# SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

## Records Category: CURRICULUM / INSTRUCTION

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

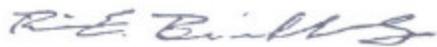
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## CURRICULUM / INSTRUCTION - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: CURRICULUM / INSTRUCTION

DISPOSITION AUTHORITY GS51-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCREDITATION REPORTS AND EVALUATION REPORTS Separate evaluations of all district reports subject to review.	OPR	Until superseded plus 6 years. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-01	Contact your Regional Archivist before disposing of this record.
2	CATEGORICAL PROGRAM FILES a. State categorical programs: student lists, test scores, inventory of equipment, legal reports, evaluations and assurances to be maintained for monitoring and auditing purposes b. Federal categorical programs: student eligibility lists, comparability reports, pre- and post-test data, evaluations, inventory of equipment, parent advisory committee minutes.	OFM	3 years after completion of grant audit or retain for period required by grant or program – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-02	Reference HANDBOOK FOR CATEGORICAL STATE AND FEDERAL PROGRAMS publish by SPI. Records from this series, which become involved in an audit or litigation before the end of the retention period specified by the granting agency, must be retained at least until the audit or litigation is resolved.
3	COMMUNITY CHALLENGES OF INSTRUCTIONAL MATERIALS	OFM	5 years. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-03	Contact your Regional Archivist before disposing of this record.
4	COURSE ADDITIONS, DELETIONS, AND CHANGES	OFM	3 years	Destroy when obsolete or superseded	GS51-06A-04	
5	CURRICULUM SUMMARIES AND GUIDES	OFM	PERMANENT. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-05	Contact your Regional Archivist before disposing of this record.
6	ESSENTIAL ACADEMIC LEARNING REQUIREMENTS/ STUDENT LEARNING OBJECTIVE (SLO) PROGRAM FILES A complete set of Student Learning Objectives for each basic subject. Community input data for development of Student Learning Objectives. Evaluation Data for each Student Learning Objective.	OFM	Until superseded. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-06	Contact your Regional Archivist before disposing of this record.
7	ESSENTIAL ACADEMIC LEARNING REQUIREMENTS/ STUDENT LEARNING OBJECTIVES (SLO) PROGRAM FILES RESULTS	OFM	Until compilation and issuance of test data	Retain until compilation and issuance of test data	GS51-06A-07	
8	GRADUATION REQUIREMENTS STATEMENTS	OPR	PERMANENT. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-08	Contact your Regional Archivist before disposing of this record.
9	INDIVIDUAL STUDENT LEARNING OBJECTIVES REPORTS	OFM	Until completion of data and issuance of test data	Retain until completion of data and issuance of test data	GS51-06A-09	
10	INSTRUCTIONAL MATERIALS SUBJECT FILE Evaluation data and recommendations on instructional materials, which are accrued prior to Board adoption.	OFM	Retain until superseded by new adoption. Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-06A-10	Contact your Regional Archivist before disposing of this record.

SUPERSEDED

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: CURRICULUM / INSTRUCTION

DISPOSITION AUTHORITY GS51-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	PARENT/GUARDIAN CURRICULUM WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS51-06A-11	
12	PARENT/GUARDIAN PERMISSION SLIPS Includes internet and films. Does not include field trip permission slips – See Page #S-33, Item #24	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-06A-12	
13	STUDENT ASSESSMENT AND PLACEMENT PROGRAM CASE FILES	OFM	1 year after screening	Destroy when obsolete or superseded	GS51-06A-13	
14	STUDENT TESTING – AUTOMATED BACKUP DATA Tapes, disks, or punch cards containing data from various student testing exercises.	OFM	5 years	Destroy when obsolete or superseded	GS51-06A-14	
15	STUDENT TESTING - AUTOMATED PROGRAM SOFTWARE AND SYSTEM DOCUMENTATION	OPR	1 year after superseded by new system	Destroy when obsolete or superseded	GS51-06A-15	
16	STUDENT TESTING – GROUP REPORTS Summary of testing scores by class, grade, program, sex, ethnic group, building, or district.	OFM	5 years	Destroy when obsolete or superseded	GS51-06A-16	
17	STUDENT TESTING – INDIVIDUAL STUDENT REPORT	OFM	2 years after graduation	Destroy when obsolete or superseded	GS51-06A-17	
18	STUDENT TESTING – PRIMARY RECORD Response sheet completed by student.	OFM	90 days	None	GS51-06A-18	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: ELECTRONIC INFORMATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (see *Documenting Records Destruction*, page 13). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## ELECTRONIC INFORMATION - INCLUSIVE

Approved by the Washington State Local Records Committee - July, 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

<b>DATA AND INPUT DOCUMENTATION</b>	
<p><b>DATABASE AND SPREADSHEET DATA</b>  <b>FINDING AIDS AND INDEXES (USER WORKING COPY)</b>  <b>INPUT DOCUMENTS</b>  <b>WORD PROCESSING FILES</b></p>	<p>Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series.</p> <p>User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.</p>
<b>ELECTRONIC MAIL</b>	
<p>Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats.</p> <p>Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.</p>	
<p><b>E-mail messages which are usually public records and must meet records retention requirements before being destroyed:</b></p> <ol style="list-style-type: none"> <li>1. Policy and Procedure Directives</li> <li>2. Correspondence or memoranda related to official public business</li> <li>3. Agendas and minutes of meetings</li> <li>4. Documents relating to legal or audit issues</li> <li>5. Messages which document agency actions, decisions, operations and responsibilities</li> <li>6. Documents that initiate, authorize or complete a business transaction</li> <li>7. Drafts of documents that are circulated for comment or approval</li> <li>8. Final reports or recommendations</li> <li>9. Appointment calendars</li> <li>10. E-mail distribution lists</li> <li>11. Routine information requests</li> <li>12. Other messages sent or received that relate to the transaction of local government business</li> </ol>	<p><b>E-mail Messages Which Are Usually Administrative Materials with No Retention Value:</b></p> <ol style="list-style-type: none"> <li>1. Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins</li> <li>2. Phone message slips that do not contain information that may constitute a public record</li> <li>3. Copies of published materials</li> <li>4. Informational copies</li> <li>5. Preliminary drafts</li> <li>6. Routing slips</li> <li>7. Transmittals (Letters/memos)</li> </ol> <p><b><i>See e-mail guidelines in the records management section of this manual.</i></b></p>

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

DISPOSITION AUTHORITY: GS50-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. <b>ESSENTIAL RECORD</b> - Backup should be stored off site.	OFM	Destroy when obsolete or superseded – as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
3	ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.
5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
6	ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - SYSTEM DOCUMENTATION

DISPOSITION AUTHORITY: GS50-06A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specifications, and system acceptance criteria. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: FACILITY AND PROPERTY MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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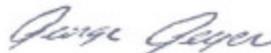
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## FACILITY AND PROPERTY MANAGEMENT - INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ENVIRONMENTAL QUALITY - FOR AGENCY-OWNED PROPERTY

DISPOSITION AUTHORITY GS55-05H

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-50H-02	
3	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-50H-03	
4	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-50H-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Schedule Title: FACILITIES MANAGEMENT

DISPOSITION AUTHORITY GS50-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
5	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
6	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	Disposal or sale of property plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in the records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
7	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
8	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: FACILITIES MANAGEMENT

DISPOSITION AUTHORITY GS50-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	KEY / CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT Documentation of facility keys and/or card keys assigned to agency personnel. <b>ESSENTIAL RECORD</b> - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
10	MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life, sale, or disposition of the facility	Destroy when obsolete or superseded	GS50-06B-06	
11	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
12	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
13	OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT Prepared by contractors for use of the agency in maintaining equipment installed in buildings. <b>ESSENTIAL RECORD</b> - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
14	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
15	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
16	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
17	WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LAND OWNERSHIP & ACCESS RIGHTS - AGENCY OWNED PROPERTY

DISPOSITION AUTHORITY GS55-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPRAISALS Statement of land values, provided by independent appraisers under contract to the agency.	OPR	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	DEEDS/TITLES Legal documents of ownership	OPR	County auditor or recorder - PERMANENT	Sale or disposal of land plus 10 years - <b>See remarks</b>	GS55-50A-02	Additional copies may be disposed of when obsolete or superseded.
3	EASEMENTS Granted by and to agency.	OPR	County auditor or recorder - PERMANENT	Reassignment or vacation of easement plus 10 years - <b>See remarks</b>	GS55-50A-03	Additional copies may be disposed of when obsolete or superseded.
4	ENCROACHMENTS Documentation of conflicts on land or water rights and obligations. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OPR	Closure of dispute plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-50A-04	The county auditor records selected records in this series. Reference RCW 4.16.020 for retention period. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
5	EVICTON RECORDS Eviction records, legal eviction files.	OPR	6 years after judgment or final decisions	Destroy when obsolete or superseded	GS55-05A-09	
6	LAND INFORMATION FILES General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OFM	Disposition of land plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-50A-06	Reference RCW 4.16.020 for retention period. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LAND OWNERSHIP & ACCESS RIGHTS - AGENCY OWNED PROPERTY

DISPOSITION AUTHORITY GS55-05A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	LEASES Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-50A-07	
8	RIGHT OF WAY VACATION FILES Documentation of process of relinquishing road, street, alley, and other rights of way owned by the agency. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks</b> .	OFM	Approval by governing council, commission, or board plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-50A-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Schedule Title: SECURITY

DISPOSITION AUTHORITY GS50-06B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	INTRUSION ALARM REPORT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
2	SECURITY ANNUAL REPORT	OPR	PERMANENT	1 year	GS50-06B-15	
3	SECURITY PATROL LOG	OFM	2 years	Destroy when obsolete or superseded	GS50-06B-16	
4	STATEMENT FOR RESTITUTION Source document backup for billing.	OPR	6 years	Until completion of State Auditor's examination report	GS50-06B-17	
5	SURVEILLANCE VIDEOS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
6	VANDALISM, CRIMINAL CASE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	
7	WEAPONS CONFISCATION LOG	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	

# SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

## Records Category: FOOD SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## FOOD SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: FOOD SERVICES

DISPOSITION AUTHORITY GS51-08

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CATERING REQUESTS Requests for use of kitchen and supplying of food and labor.	OFM	3 years after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-01	
2	FOOD HANDLER'S PERMIT Permit renewed every two years.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-08-02	
3	FOOD SERVICE ORDERS For supplies needed to operate school lunch program.	OFM	3 years after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-03	
4	FREE OR REDUCED PRICE MEAL APPLICATION Applications for reduced-price or free lunch in compliance with National School Lunch Act.	OPR	6 years	Destroy when obsolete or superseded	GS51-08-04	Federal audit requirements. Security of confidential information must be protected.
5	MEAL AND MILK COUNT REPORTS AND DOCUMENTATION Record of daily meals and milk served. Completed by kitchen and/or lunchroom servers.	OFM	3 years after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-05	
6	MEAL TICKET LOG Listing of meal tickets issued, including number, date, name of purchaser, and/or recipient and amount paid.	OFM	3 years after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-06	
7	MEAL TICKETS Prepaid meal tickets.	OFM	After completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-07	
8	MONTHLY MEAL COUNT REIMBURSEMENT REPORT	OPR	6 years	Destroy when obsolete or superseded	GS51-08-08	
9	SCHOOL BREAKFAST PROGRAM PLAN Includes plan and backup documentation submitted to SPI for program approval.	OPR	Termination of plan plus 6 years	Destroy when obsolete or superseded	GS51-08-09	
10	SITE HEALTH PERMIT Annual renewal for kitchen.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-08-10	
11	STOCK CONTROL RECORDS Listing of food items, supplies, and commodities used for manual count of inventory on hand.	OFM	3 years after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-11	
12	STOCK INVENTORY REPORT SUMMARY Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices.	OFM	3 years after completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-08-12	

SUPERSEDED

# SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

## Records Category: GRANTS MANAGEMENT AND PROGRAMS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## GRANTS MANAGEMENT AND PROGRAMS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: GRANTS MANAGEMENT AND PROGRAMS

DISPOSITION AUTHORITY GS50-03C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ANNUAL FINANCIAL STATUS REPORTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years after completion of grant audit or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-01	Federal grants reference Federal Register OMB A102.
2	FEDERAL GRANTS ISSUED - SUCCESSFUL APPLICATION ADMINISTRATION FILES Documentation of granting District grants and grant programs. Includes grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, and progress and compliance reports prepared and submitted by grantee.	OPR	3 years after completion of grant audit or retain for period required by grant or program. Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-06	Reference Federal Register OMB A102. Contact your Regional Archivist before disposing of this record.
3	FINAL EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years after completion of grant audit or retain for period required by grant or program*	Destroy when obsolete or superseded	GS50-03C-02	*Reference Federal Register OMB A102.
4	FINANCIAL SUPPORT DOCUMENTS FOR CONTINUING- AND NON- CONTINUING GRANTS Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant funds.	OFM	3 years after completion of grant audit or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-03	Reference Federal Register OMB A102.
5	GRANT APPLICATIONS DENIED Documentation of grants in which the application has been denied. Includes applications, grant evaluation summaries, letters of denial, and other related documentation	OFM	Grant application denied plus 1 year	Destroy when obsolete or superseded	GS50-03C-07	
6	NON-FEDERAL AND/OR NON-STATE GRANTS ISSUED - SUCCESSFUL APPLICATION ADMINISTRATION FILES Documentation of granting district grants and grant programs. Includes grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, and progress and compliance reports prepared and submitted by grantee.	OPR	3 years after completion of grant - Potential archival value- <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-06	Contact your Regional Archivist before disposing of this record.
7	PROGRAMS OR CATEGORICAL PROGRAM FILES Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports.	OFM	6 years or for period required by program.* Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-12	*Reference Federal Register OMB A102. Contact your Regional Archivist before disposing of this record.

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: GRANTS MANAGEMENT AND PROGRAMS

DISPOSITION AUTHORITY GS50-03C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	STATE GRANTS ISSUED - SUCCESSFUL APPLICATION ADMINISTRATION FILES Documentation of granting District grants and grant programs. Includes grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, and progress and compliance reports prepared and submitted by grantee.	OPR	6 years after completion of grant audit or retain for period required by grant or program. Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-06	Reference Federal Register OMB A102. Contact your Regional Archivist before disposing of this record.
9	SURVEY OF PARENTS OR GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874) - <i>ELIGIBLE</i>	OFM	Until submittal of the application	Destroy when obsolete or superseded	GS50-03C-14	
10	SURVEY OF PARENTS OR GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874) - <i>NOT ELIGIBLE</i>	OFM	3 years after State Auditor's examination report on grant expenditures - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded		Federal grants reference Federal Register OMB A102. Contact your Regional Archivist before disposing of this record.
11	WARRANT, CHECK, OR VOUCHER REGISTERS Numerical listings of checks, warrants and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: HAZARDOUS MATERIALS ADMINISTRATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (*see Documenting Records Destruction, page 13*). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**SUPERSEDED**

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

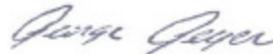
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## HAZARDOUS MATERIALS ADMINISTRATION - INCLUSIVE

Approved by the Washington State Local Records Committee - July, 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

DISPOSITION AUTHORITY GS50-19

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS ADMINISTRATION (To Department of Ecology) summary of hazardous waste removal. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
3	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
4	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
5	HAZARDOUS MATERIALS DISPOSAL RECORDS Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc. <b>ESSENTIAL RECORD</b> – Needs security microfilm backup – <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
6	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

DISPOSITION AUTHORITY GS50-19

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
8	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
9	HAZARDOUS MATERIALS MANAGEMENT PLAN <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
10	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date. <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
11	MATERIALS SAFETY DATA SHEET (MSDS). <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
12	NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION.	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: HAZARDOUS MATERIALS ADMINISTRATION

DISPOSITION AUTHORITY GS50-19

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
13	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: HEALTH SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## HEALTH SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: HEALTH SERVICES

DISPOSITION AUTHORITY GS51-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPLICATION FOR HOME / HOSPITAL TUTORING	OPR	6 years	Destroy when obsolete or superseded	GS51-09-01	
2	CERTIFICATE OF IMMUNIZATION STATUS (CIS) Dept. of Health Form No. 348-013.	OFM	Retain until termination of enrollment.	Destroy when obsolete or superseded	GS51-09-02	
3	CHILD ABUSE REPORTS Reports compiled by district personnel regarding students who may be victims of abuse. Submitted to DSHS Child Protective Services.	OPR	6 years	Destroy when obsolete or superseded	GS51-09-03	
4	COMMUNICABLE DISEASE REPORT Includes data collected from schools and summary report.	OFM	Retain until summary report is submitted to local Health Department	Destroy when obsolete or superseded	GS51-09-04	
5	HEALTH ROOM REGISTRY Log of students reporting to health office because of illness/injury.	OFM	8 years after last entry – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-09-05	Reference RCW 4.16.350 and RCW 28A.210.260.
6	HEALTH SCREENING RESULTS Includes the following tests: Scoliosis (mandatory), Vision (mandatory), Hearing (mandatory), and Dental (optional).	OFM	Retain until data is transferred to Student Health Card or Folder	Destroy when obsolete or superseded	GS51-09-06	
7	MEDICATION ADMINISTRATION CASE FILES Includes physician/parent/guardian authorization and account of number and dosages administered.	OPR	8 years after last dose – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-09-07	Reference RCW 4.16.350 and RCW 28A.210.260.
8	MEDICATION ADMINISTRATION DAILY LOG A chronological listing of the dosages administered.	OPR	8 years after last entry – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-09-08	Reference RCW 4.16.350 and RCW 28A.210.260.
9	STUDENT HEALTH CARD OR FOLDER May include but is not limited to screening results, data recorded from information submitted by physician/parent/guardian, and record of notification to parent/guardian.	OFM	2 years after graduation or withdrawal	Destroy when obsolete or superseded	GS51-09-09	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: HISTORICAL MATERIALS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## HISTORICAL MATERIALS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS ARCHIVAL AND SHOULD BE PRESERVED FOR HISTORICAL USE BY SCHOOL DISTRICTS OR TRANSFERRED TO THE NEAREST STATE ARCHIVES REGIONAL BRANCH.

*The District should establish a policy providing for the regular transfer of the following items to the nearest Regional Branch of the State Archives, or permanent preservation by the District itself.*

1	ANNUAL HIGH SCHOOL REPORT FOR STANDARDS AND ACCREDITATION
2	COURSE DESCRIPTION CATALOG
3	DISTRICT PUBLICATIONS Including brochures, posters, films, videos, web sites, exhibits, etc. (Preserve 1 copy only).
4	GRADUATION CLASS HISTORY FILE Containing such material as: Graduation list, commencement and baccalaureate services programs, final grade point, cumulative class rank, diploma order list, awards list, honor roll, senior activities and other class items for class reunions or historical purposes.
5	REPORT OF EVALUATION OF ACCREDITATION
6	SCHOOL BULLETINS AND NEWSPAPERS
7	SCHOOL HISTORY MATERIAL Including dedication programs, evaluations, letter awards, photographs, scrapbooks, banners, trophies, etc.
8	STATEMENTS OF GRADUATION REQUIREMENTS
9	STUDENT HANDBOOK
10	YEAR BOOK / ANNUAL

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

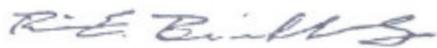
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

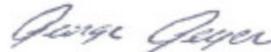
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## INSURANCE/RISK MANAGEMENT/SAFETY - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-02	<i>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</i>  Consult your risk manager.
3	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor, and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	For accidents/ incidents involving adults NOT resulting in claims – 3 years For accidents/ incidents involving adults resulting in claims – closure plus 6 years For accidents/ incidents involving minors NOT resulting in claims - age of majority plus 3 years For accidents/ incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.  Consult your risk manager.
4	AUDIOMETRIC TEST RECORDS	OFM	Retain for the duration of the affected employee's employment	Destroy when obsolete or superseded	GS51-05D-10	Please reference WAC 296-62-09041 (4b).
5	CERTIFICATES OF INSURANCE  <b>ESSENTIAL RECORD</b> – Needs security microfilm backup – <b>See remarks.</b>	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
6	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - Termination plus 6 years	Keep until certification withdrawn or surrendered	GS50-06C-05	
7	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - 6 years	3 years	GS50-06C-06	
8	DISASTER/EMERGENCY MANAGEMENT PLAN <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>See remarks.</b>	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
9	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
10	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
11	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
12	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	
13	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	For accidents/incidents involving adults NOT resulting in claims – 3 years For accidents/incidents involving adults resulting in claims – closure plus 6 years For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years For accidents/incidents involving minors resulting in claims – closure plus 6 years	Destroy when obsolete or superseded	GS50-06C-14	
14	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
15	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: INSURANCE/RISK MANAGEMENT

DISPOSITION AUTHORITY GS50-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	INSURANCE POLICIES PURCHASED Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency.  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
17	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
18	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	
19	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
20	NOISE EXPOSURE REPORTS	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06D-04	Please reference WAC 296-62-09041 (4a).
21	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
22	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
23	RESPIRATOR FIT TEST RECORDS	OFM	Retain until next test administered– <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05D-07	Please reference WAC 296-62-07194 (3).
24	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded– <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05D-08	Please reference WAC 296-62-07194 (4).
25	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
26	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - <b>See remarks</b>	Last payment plus completion of State Auditor's examination report.	GS50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.
27	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

Schedule Title: SAFETY

DISPOSITION AUTHORITY GS51-05D

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Disposition or sale of facility plus 10 years	Destroy when obsolete or superseded	GS50-06C-08	
2	FACILITY SAFETY HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to continuing safety of each agency facility.	OFM	Life of facility	Destroy when obsolete or superseded	GS51-05D-01	
3	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
4	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notice.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
5	SAFETY COMMITTEE MINUTES	OFM	1 year– <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
6	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: LEARNING RESOURCE CENTERS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## LEARNING RESOURCE CENTERS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: LEARNING RESOURCE CENTERS

DISPOSITION AUTHORITY GS51-06C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	CATALOG <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks .</b>	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-06C-01	This record should be protected from damage or loss by off-site storage of a security copy or by documenting the natural dispersal of copies inside and outside the agency.
2	LEARNING RESOURCE CENTER CIRCULATION DOCUMENTATION	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-06C-02	
3	LEARNING RESOURCE CENTER SHELF LIST / INVENTORIES AND TEXTBOOK SHELF LIST	OFM	Until superseded plus completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-06C-03	
4	LOSS REPORT	OPR	6 years	Destroy when obsolete or superseded	GS51-06C-04	

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: LEGAL COUNSEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

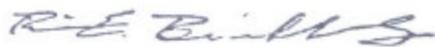
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

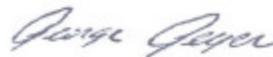
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## LEGAL COUNSEL- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: LEGAL COUNSEL

DISPOSITION AUTHORITY GS53-02

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ATTORNEY GENERAL OPINIONS	OFM	Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2	BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4	LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS53-02-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency Record Copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: MAIL SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

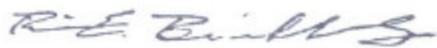
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

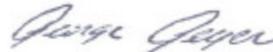
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## MAIL SERVICES- INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MAIL SERVICES

DISPOSITION AUTHORITY GS50-06D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	

**SUPERSEDED**

## SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

### Records Category: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE/TRANSPORTATION SERVICES

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

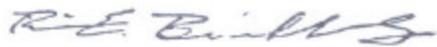
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

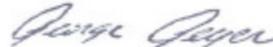
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE/TRANSPORTATION SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**  
**Schedule Title: MOTOR POOL, VEHICLE & EQUIPMENT MAINTENANCE/  
TRANSPORTATION SERVICES**

**DISPOSITION AUTHORITY GS50-06E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT LOGS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2	ACCIDENT REPORTS Washington State Patrol	OPR	6 years	Destroy when obsolete or superseded	GS51-05G-01	
3	APPLICATION FOR MEDICAL TRANSPORTATION For students with medical problems, or physical disabilities to receive district transportation services.	OFM	Until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS51-05G-02	
4	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
5	BUS CONDITION CHECKLIST Daily evaluation of bus by drivers.	OFM	1 year	Destroy when obsolete or superseded	GS51-05G-04	
6	BUS GARAGE WORK ORDERS Prepared by garage or shop personnel. Shows description of work, time, parts, and employee(s) performing work.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	
7	BUS OPERATIONS DAILY LOG May show bus route, time trip began and ended, number of pupils carried, and driver's signature.	OPR	6 years	Destroy when obsolete or superseded	GS51-05G-06	
8	BUS SCHEDULE FOR ALL SCHOOLS Show route, stops, and time for each bus. Includes state approved route maps.	OFM	3 years	Until revised	GS51-05G-07	
9	BUS TRIP REQUEST / AUTHORIZATION May show school, nature of trip, date, destination, miles, number of pupils, supervisor, and departure time.	OFM	3 years	Destroy when obsolete or superseded	GS51-05G-08	
10	BUS TRIP TICKET LOGS May show school, nature of trip, date, destination, miles, number of pupils, supervisor, departure , and times.	OPR	6 years	Destroy when obsolete or superseded	GS51-05G-09	
11	CERTIFICATES OF VEHICLE TITLE - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-06E-02	
12	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
13	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
14	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
15	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	

SUPERSEDED

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**  
**Schedule Title: MOTOR POOL, VEHICLE & EQUIPMENT MAINTENANCE/**  
**TRANSPORTATION SERVICES**

**DISPOSITION AUTHORITY GS50-06E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20	
17	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
18	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
19	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	
20	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
21	FUEL PUMP/TANK AUDIT REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
22	FUEL STORAGE FACILITY RECORDS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years – Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	
23	FUEL/OIL USAGE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10	
24	GAS, OIL, AND DIESEL REPORTS FOR BUSES AND OTHER VEHICLES SPI reports prepared from this data. May list vehicle number, amount of fuel pumped, odometer reading.	OFM	3 years	Destroy when obsolete or superseded	GS51-05G-12	
25	NOTICE OF IMPROPER CONDUCT ON THE BUS May show bus route, time of incident, nature of incident, and student(s)' names(s).	OFM	1 year	Destroy when obsolete or superseded	GS51-06G-13	
26	PARTS CONTROL FILES - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Record of vehicle parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12	
27	PARTS INVENTORY, TRANSIT	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17	
28	PARTS MASTER LISTING REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	
29	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	
30	VEHICLE MILEAGE LOGS	OFM	3 years	Destroy when obsolete or superseded	GS51-05G-19	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: PERSONNEL

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

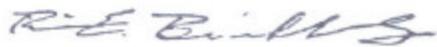
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

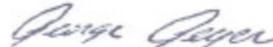
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## PERSONNEL - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - AFFIRMATIVE ACTION

DISPOSITION AUTHORITY GS50-04C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
3	AFFIRMATIVE ACTION PLANS <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks</b>	OPR	Keep until superseded plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04C-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4	AFFIRMATIVE ACTION STUDIES AND REPORTS	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04C-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
6	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-04C-05	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - BENEFITS

DISPOSITION AUTHORITY GS50-04D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-32	
2	EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS Includes insurance, deferred compensation, health care, etc. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
3	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
5	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
6	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	

Schedule Title: PERSONNEL - EMPLOYEE RELATIONS

DISPOSITION AUTHORITY GS50-04E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	COLLECTIVE BARGAINING AGREEMENTS <b>ESSENTIAL RECORD</b> - Needs security backup -- <b>See remarks.</b>	OPR	Termination plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-11	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

**Schedule Title: PERSONNEL - EMPLOYEE RELATIONS**

**DISPOSITION AUTHORITY GS50-04E**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
2	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04E-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
3	GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
4	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
5	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	

**Schedule Title: PERSONNEL - GENERAL**

**DISPOSITION AUTHORITY GS50-04B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
2	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
3	DRUG TEST RESULTS (AGENCY EMPLOYEES)	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
4	EMPLOYEE & VOLUNTEER FINGERPRINT PROCESSING LIST Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	
5	EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
6	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
7	EMPLOYEE CONTRACTS – FINAL Includes riders issued.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-12	
8	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
9	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	
10	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	EMPLOYEE HEALTH HISTORY FILES Documentation of physical examinations and tests, which verify that individual employees meet the physical condition requirements established in their terms of employment.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
12	EMPLOYEE HISTORY This record may be kept as part of item #37. May include all or some of the following: Details on employee application, start of employment, employment status, position description, job classification, evaluations, raises, criminal history and background checks, investigations, retirement or disability resulting in employment termination, and evaluation of applications of recognition of non-college credit courses. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OFM	Termination plus 6 years – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-03	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.  May be kept as a permanent record (if considered necessary) instead of keeping the entire file. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
13	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
14	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
15	EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
16	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
17	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
18	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
19	PERSONNEL FILE May include application for employment when applicant is hired; identification, criminal background checks; oaths of officials elected and appointed; bonds of officials elected and appointed; evaluation reports on job performance; investigation reports; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards. <b>ESSENTIAL RECORD</b> – Needs security backup – <b>See remarks.</b>	OFM	Termination plus 6 years- <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.  This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
20	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
21	POSITION DESCRIPTION HISTORY FILES	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
22	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	OFM	2 years	Destroy when obsolete or superseded	GS50-04B-22	
23	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
24	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-28	
25	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PERSONNEL - GENERAL

DISPOSITION AUTHORITY GS50-04B

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
26	VOLUNTEER APPLICATIONS	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-24	
27	VOLUNTEER FILES Document work history of individual volunteers as well as the agency's fulfillment of its responsibilities for each volunteer. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks</b> .	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
28	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations.	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	
29	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	

Schedule Title: PERSONNEL - TRAINING AND STAFF DEVELOPMENT

DISPOSITION AUTHORITY GS50-04G

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	OPR	6 years after termination of employment	Destroy when obsolete or superseded	GS50-04G-01	
9	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
10	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02	

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: PUBLIC INFORMATION/RELATIONS

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

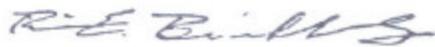
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

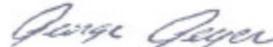
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## PUBLIC INFORMATION/RELATIONS - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PUBLIC INFORMATION/RELATIONS

DISPOSITION AUTHORITY GS50-06F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remark</b>	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - <b>See remarks.</b>	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
7	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PUBLIC INFORMATION/RELATIONS

DISPOSITION AUTHORITY GS50-06F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
8	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: PURCHASING

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

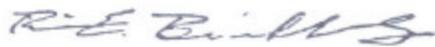
**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

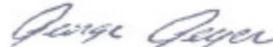
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## PURCHASING - INCLUSIVE

Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

**Schedule Title: PURCHASING - CENTRAL STORES**

**DISPOSITION AUTHORITY GS50-08B**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
2	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
3	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
4	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
5	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
6	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
7	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
8	PACKING SLIPS	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	

**Schedule Title: PURCHASING - PROCUREMENT**

**DISPOSITION AUTHORITY GS50-08A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, the chosen bid or proposal, and statements of qualification.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
2	CONSULTANT AND CONTRACTOR ROSTERS	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	
3	DAMAGE AND LOSS CLAIMS – PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	
4	DEBIT/CREDIT CHARGES – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
5	DELIVERY RECEIPT-INTERNAL – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
6	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	

**Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES**

**Schedule Title: PURCHASING - PROCUREMENT**

**DISPOSITION AUTHORITY GS50-08A**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions, and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
8	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods, or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
9	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
10	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
11	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
12	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
13	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.

**Schedule Title: PURCHASING - SURPLUS PROPERTY**

**DISPOSITION AUTHORITY GS50-08C**

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADVANCE NOTIFICATIONS OF AUCTION – SURPLUS PROPERTY	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01	
2	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02	
3	BILL OF SALE – SURPLUS PROPERTY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	
5	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: RECORDS MANAGEMENT

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

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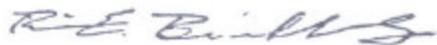
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**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

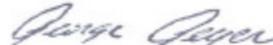
**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## RECORDS MANAGEMENT- INCLUSIVE

Approved by the Washington State Local Records Committee – Revised July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT

DISPOSITION AUTHORITY GS50-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.	OPR	Current year plus 1 year <b>-See remarks</b>	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01.
4	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
5	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6	PUBLIC RECORDS DESTRUCTION LOG <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks</b> .	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks</b> .	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
9	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
10	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	

SUPERSEDED

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: RECORDS MANAGEMENT

DISPOSITION AUTHORITY GS50-09

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
11	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: SKILL CENTER

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## SKILL CENTER - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: SKILL CENTER

DISPOSITION AUTHORITY GS51-10

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	COMPETENCY CERTIFICATES	OPR	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS51-10-01	Contact your Regional Archivist before disposing of this record.
2	DENTAL PATIENT CARDS	OPR	8 years after last treatment	Destroy when obsolete or superseded	GS51-10-02	
3	SKILL TIME LOG/SHEET	OFM	Until end of school year	Destroy when obsolete or superseded	GS51-10-03	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: SPECIAL EDUCATION STUDENT RECORDS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

### SPECIAL EDUCATION STUDENT RECORDS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: SPECIAL EDUCATION STUDENT RECORDS

DISPOSITION AUTHORITY GS51-05I

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADA (AMERICANS WITH DISABILITIES ACT) / REHABILITATION ACT OF 1973 SECTION 504 COMPLAINT AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS51-05I-01	
2	SPECIAL EDUCATION STUDENT HISTORY FILE Includes psychological and IQ test results, decision packets, evaluation and other reports, final IEP report (plan), correspondence and other information regarding the student.	OFM	Age 21 plus 6 years	Destroy when obsolete or superseded	GS51-05I-02	
3	SPECIAL EDUCATION STUDENT HISTORY FILE DISPOSITION NOTICE RECORD Log of notices sent to the last known address of parents or guardians advising them of the pending disposal of the Student History File and offering them the opportunity to take possession of the file or any of its contents as required by the Washington Administrative Code (WAC) and the Family Education Rights and Privacy Act (FERPA – Appendix B at end of this document).	OPR	7 years plus notification of parent/guardian	Destroy when obsolete or superseded	GS51-05I-03	Suggested Procedure – Microfilm This records series may be retained permanently on microfilm instead of hard copy. Microfilming must be done according to standards issued by the State Archives and approved by the State Auditor as per RCW 40.20.020. Information subject to deletion as provided by the Family Education Rights and Privacy Act should be destroyed and not filmed.
4	SUMMARY ASSESSMENT REPORT FOR STUDENT NOT ASSIGNED TO THE SPECIAL EDUCATION PROGRAM	OFM	3 years	Destroy when obsolete or superseded	GS51-05I-04	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: STUDENT ASSIGNMENT

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## STUDENT ASSIGNMENT - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: STUDENT ASSIGNMENT

DISPOSITION AUTHORITY GS51-05J

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPEALS	OPR	3 years	Destroy when obsolete or superseded	GS51-05J-01	
2	OUT OF DISTRICT BOUNDARY EXCEPTIONS / STUDENT RELEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS51-05J-02	
3	PARENT/GUARDIAN ASSIGNMENT REQUEST FORMS Generates student's assignment to a school.	OPR	3 years	Destroy when obsolete or superseded	GS51-05J-03	
4	REGISTRATION	OPR	Enrollment plus 2 years	Destroy when obsolete or superseded	GS51-05J-04	
5	SCHOOL ASSIGNMENT GUIDELINES	OPR	Included in School Board minutes and/or Resolutions	Destroy when obsolete or superseded	GS51-05J-05	
6	STUDENT ASSIGNMENT CASE FILE Includes all documentation related to assignment.	OPR	3 years	1 year	GS51-05J-06	If a student does not enroll, secondary copy may be destroyed.

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: STUDENT RECORDS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## STUDENT RECORDS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: STUDENT RECORDS

DISPOSITION AUTHORITY GS51-05F

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	APPLICATION FOR CERTIFICATE OF EDUCATIONAL COMPETENCE	OFM	Superintendent of Public Instruction: 3 months	Testing Center: Until award of certificate	GS51-05J-01	
2	AUTHORIZATION FOR RELEASE OF STUDENT RECORDS	OPR	3 years	Destroy when obsolete or superseded	GS51-05J-02	
3	CONFIDENTIAL REPORTS (Also known as STANDARD REPORTS, GUIDANCE REPORTS, or SUPPLEMENTARY REPORTS) Includes subjective reports and anecdotal information (From district, outside agencies and individuals).	OFM	2 years after student graduates or withdraws	Destroy when obsolete or superseded	GS51-05J-03	These records should be separated from the cumulative folder with access limited as per the Family Educational Rights and Privacy Act (FERPA).
4	GED PERMANENT TRANSCRIPT (GED TEST SCORES)	OPR	Retained by Superintendent of Public Instruction: PERMANENT	Testing Center: 100 years	GS51-05J-04	
5	GED REQUEST FOR APPROVAL TO TEST FOR CERTIFICATE OF EDUCATIONAL COMPETENCE Age waiver.	OFM	District: 1 year	Testing Center: 3 months	GS51-05J-05	
6	INDIVIDUAL STUDENT DATABASE RECORD	OFM	2 years after graduation or withdrawal	Destroy when obsolete or superseded	GS51-05J-06	District may elect to maintain individual database until student reaches age 23.
7	STUDENT CUMULATIVE RECORD (Also known as STUDENT FILE FOLDER) Contains information collected on each student in addition to the Permanent Record or Transcript, regardless of storage medium or format.	OFM	2 years after student graduates or withdraws	Destroy when obsolete or superseded		Use caution when destroying records with longer retention periods.
8	STUDENT DISCIPLINE FILES Includes student expulsion records.	OPR	3 years after the incident	Destroy when obsolete or superseded		
9	STUDENT LOCATOR CARDS / CLASS SCHEDULES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded		
10	STUDENT OFFICIAL RECORD Documents each student's enrollment and highest grade level attained in the District. It includes the student's legal name(s), date of birth, last known address, names of parent/guardians, date(s) of admission, date(s) of withdrawal, and all district schools attended. Documentation for students progressing to ninth grade or above must include the state standardized high school transcript.	OPR	100 years	Destroy when obsolete or superseded		SUGGESTED PROCEDURE – MICROFILM This records series may be retained permanently on microfilm instead of hard copy. Microfilming must be done according to standards issued by the State Archives and approved by the State Auditor as per RCW 40.20.020. Information subject to deletion as provided by the Family Educational Rights and Privacy Act should be destroyed and not filmed.

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: SUPERINTENDENT

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## SUPERINTENDENT - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: SUPERINTENDENT

DISPOSITION AUTHORITY GS51-05

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCREDITATION CERTIFICATES	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-05-01	
2	BOUNDARY RECORDS Official legal description and drawings of school district boundaries, including director district boundaries.	OPR	PERMANENT – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05-02	Contact your Regional Archivist before disposing of this record.
3	CERTIFICATION OF ELECTION OF SCHOOL BOARD PRESIDENT	OPR	PERMANENT – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05-03	Contact your Regional Archivist before disposing of this record. MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
4	CERTIFICATION OF SCHOOL DISTRICT ELECTIONS Including bonds, levies, and director elections.	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-05-04	
5	DESCRIPTIVE GUIDE TO SCHOOL DISTRICT ADMINISTRATION AND STAFFING	OPR	PERMANENT – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05-05	Contact your Regional Archivist before disposing of this record.
6	OFFICIAL DISTRICT NEGOTIATED SCHOOL CALENDARS	OPR	PERMANENT – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS51-05-06	Contact your Regional Archivist before disposing of this record.
7	OFFICIAL DISTRICT POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks</b> .	OPR	PERMANENT – Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-24	Contact your Regional Archivist before disposing of this record.
8	SCHOOL SERVICE BOUNDARY DECISION WORKING FILE	OFM	Approval of Board Resolution plus 3 years – Potential archival value – <b>See remarks</b>	Until approval of Board resolution	GS51-05-08	Contact your Regional Archivist before disposing of this record.
9	WARRANTIES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	

SUPERSEDED

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: TEACHING RECORDS

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

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General records retention schedule listings for some records series include special designations and disposition instructions, including:

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**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## TEACHING RECORDS - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: TEACHING RECORDS

DISPOSITION AUTHORITY GS51-06E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	GRADE DOCUMENTATION – ELEMENTARY	OFM	1 year	Destroy when obsolete or superseded	GS51-06E-01	
2	GRADE DOCUMENTATION – SECONDARY To provide documentation for grade and credit record challenges.	OFM	5 years	Destroy when obsolete or superseded	GS51-06E-02	
3	LESSON PLANS	OFM	1 year	Destroy when obsolete or superseded	GS51-06E-03	
4	STATEMENT OF REQUIREMENTS AND EXPECTATIONS, SIGNED AND RETURNED BY PARENT / GUARDIAN	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-06E-04	

**SUPERSEDED**

# SCHOOL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: TRAFFIC SAFETY

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to school districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

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**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## TRAFFIC SAFETY - INCLUSIVE

Approved by the Washington State Local Records Committee – April 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: SCHOOL DISTRICTS

Schedule Title: TRAFFIC SAFETY

DISPOSITION AUTHORITY GS51-06D

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AGREEMENT FOR USE OF TRAFFIC SAFETY EDUCATION VEHICLES	OPR	6 years	Destroy when obsolete or superseded	GS51-06D-01	
2	APPLICATION FOR PROGRAM APPROVAL	OFM	1 year after acceptance	Destroy when obsolete or superseded	GS51-06D-02	
3	APPLICATION FOR TRAFFIC SAFETY EDUCATION Teacher's affidavit for certification to be a traffic safety instructor.	OFM	End of term as traffic safety instructor plus 6 years	Destroy when obsolete or superseded	GS51-06D-03	May be kept in Employee History File (See Personnel-General)
4	STUDENT PARTICIPATION LISTS / RECORD CARD / GRADE BOOK	OPR	6 years	Destroy when obsolete or superseded	GS51-06D-04	
5	STUDENT TRAFFIC SAFETY CERTIFICATES	OFM	Completion plus 3 years	Destroy when obsolete or superseded	GS51-06D-05	
6	TRAFFIC SAFETY PARENT / GUARDIAN PERMISSION STATEMENTS	OFM	1 year	Destroy when obsolete or superseded	GS51-06D-06	
7	TUITION ASSISTANCE ELIGIBILITY VERIFICATION RECORD Documents eligibility of low-income students for assistance in paying tuition for Traffic Safety classes.	OFM	3 years	Destroy when obsolete or superseded	GS51-06D-07	

SUPERSEDED

## **SCHOOL DISTRICTS - APPENDIX B FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Schools may disclose, without consent, "directory" type information such as a student's name, address, telephone number, date, and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue. SW  
Washington, D.C. 20202-4605

### **PART 99 - FAMILY EDUCATIONAL RIGHTS AND PRIVACY - CFR Part 99**

#### **Subpart A - General**

##### Section

- 99.1 To which educational agencies or institutions do these regulations apply?
- 99.2 What is the purpose of these regulations?
- 99.3 What definitions apply to these regulations?
- 99.4 What are the rights of parents?
- 99.5 What are the rights of students?
- 99.7 What must an educational agency or institution include in its annual notification?
- 99.8 What provisions apply to records of a law enforcement unit?

#### **Subpart B - What are the Rights of Inspection and Review for Education Records?**

##### Section

- 99.10 What rights exist for a parent or eligible student to inspect and review education records?
- 99.11 May an educational agency or institution charge a fee for copies of education records?
- 99.12 What limitations exist on the right to inspect and review records?

#### **Subpart C - What Are the Procedures for Amending Educating Records?**

##### Section

- 99.20 How can a parent or eligible student request amendment of the student's education records?
- 99.21 Under what conditions does a parent or eligible student have the right to a hearing?
- 99.22 What minimum requirements exist for the conduct of a hearing?

#### **Subpart D - May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?**

##### Section

- 99.30 Under what conditions is prior consent required to disclose information?
- 99.31 Under what conditions is prior consent not required to disclose information?
- 99.32 What records keeping requirements exist concerning requests and disclosures?
- 99.33 What limitations apply to the re-disclosure of information?
- 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?
- 99.35 What conditions apply to disclosure of information for Federal or State program purposes?
- 99.36 What conditions apply to disclosure of information in health and safety emergencies?
- 99.37 What conditions apply to disclosing directory information?
- 99.38 What conditions apply to disclosure of information as permitted by State statute adopted after November 19, 1974 concerning the juvenile justice system?

#### **Subpart E - What Are the Enforcement Procedures?**

##### Section

- 99.60 What functions has the Secretary delegated to the Office and to the Office of Administrative Law Judges?

**SCHOOL DISTRICTS - APPENDIX B  
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

- 99.61 What responsibility does an educational agency or institution have concerning conflict with State or local laws?
- 99.62 What information must an educational agency or institution submit to the Office?
- 99.63 Where are complaints filed?
- 99.64 What is the complaint procedure?
- 99.65 What is the content of the notice of complaint issued by the Office?
- 99.66 What are the responsibilities of the Office in the enforcement process?
- 99.67 How does the Secretary enforce decisions?

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**Subpart A - General**

- 99.1** To which educational agencies or institutions do these regulations apply?
- (a) Except as otherwise noted in 99.10, this part applies to an educational agency or institution to which funds have been made available under any program administered by the Secretary, if
    - (1) The educational institution provides educational services or instruction, or both, to students; or
    - (2) The educational agency provides administrative control of or direction of, or performs service functions for public elementary or secondary schools or post-secondary institutions.
  - (b) This part does not apply to an educational agency or institution solely because students attending that agency or institution receive non-monetary benefits under a program referenced in paragraph (a) of this section, if no funds under that program are made available to the agency or institution.
  - (c) The Secretary considers funds to be made available to an educational agency or institution if funds under one or more of the programs referenced in paragraph (a) of this section
    - (1) Are provided to the agency or institution by grant, cooperative agreement, contract, sub-grant, or subcontract; or
    - (2) Are provided to students attending the agency or institution and the funds may be paid to the agency or institution by those students for educational purposes, such as under the Pell Grant Program and the Guaranteed Student Loan Program (Titles IV-A-1 and IV-B, respectively, of the Higher Education Act of 1965, as amended).
  - (d) If an educational agency or institution receives funds under one or more of the programs covered by this section, the regulations in this part apply to the recipient as a whole, including each of its components (such as a department within a university).

(Authority: 20 U.S.C. 1232g)

**99.2** *What is the purpose of these regulations?*

The purpose of this part is to set out requirements for the protection of privacy of parents and students under section 444 of the General Education Provisions Act, as amended.

(Authority: 20 U.S.C. 1232g)

NOTE: 34 CFR 300.560-300.576 contain requirements regarding confidentiality of information relating to handicapped children who receive benefits under the Education of the Handicapped Act.

**99.3** What definitions apply to these regulations? The following definitions apply to this part:

"Act" means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 444 of the General Education Provisions Act.

(Authority: 20 U.S.C. 1232g)

"Attendance" includes, but is not limited to:

- (a) Attendance in person or by correspondence; and
- (b) The period during which a person is working under a work-study program.

(Authority: 20 U.S.C. 1232g)

"Directory information" means information contained in an education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic

## SCHOOL DISTRICTS - APPENDIX B FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

(Authority: 20 U.S.C. 1232g(a)(5)(A))

*"Disciplinary action or proceeding"* means the investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.

*"Disclosure"* means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

(Authority: 20 U.S.C. 1232g(b)(1))

*"Educational agency or institution"* means any public or private agency or institution to which this part applies under 99.1(a).

(Authority: 20 U.S.C. 1232g(a)(3))

*"Education records"*

(a) The term means those records that are:

- (1) Directly related to a student; and
- (2) Maintained by an educational agency or institution or by a party acting for the agency or institution.

(b) The term does not include:

- (1) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- (2) Records of the law enforcement unit of an educational agency or institution, subject to the provisions of 99.8.
- (3) (i) Records relating to an individual who is employed by an educational agency or institution, that: (A) Are made and maintained in the normal course of business; (B) Relate exclusively to the individual in that individual's capacity as an employee; and (C) Are not available for use for any other purpose.  
(ii) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.
- (4) Records on a student who is 18 years of age or older, or is attending an institution of post-secondary education, that are:
  - (i) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - (ii) Made, maintained, or used only in connection with treatment of the student; and
  - (iii) Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and

- (5) Records that only contain information about an individual after he or she is no longer a student at that agency or institution.

(Authority: 20 U.S.C. 1232g(a)(4))

*"Eligible student"* means a student who has reached 18 years of age or is attending an institution of post-secondary education.

(Authority: 20 U.S.C. 1232g(d))

*"Institution of post-secondary education"* means an institution that provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided as determined under State law. (Authority: 20 U.S.C. 1232g(d))

*"Parent"* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

(Authority: 20 U.S.C. 1232g)

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"Party" means an individual, agency, institution, or organization.

(Authority: 20 U.S.C. 1232g(b)(4)(A))

"Personally identifiable information" includes, but is not limited to:

- (a) The student's name;
- (b) The name of the student's parent or other family member;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number or student number;
- (e) A list of personal characteristics that would make the student's identity easily traceable; or
- (f) Other information that would make the student's identity easily traceable.

(Authority: 20 U.S.C. 1232g)

"Record" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

(Authority: 20 U.S.C. 1232g)

"Secretary" means the Secretary of the U.S. Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.

(Authority: 20 U.S.C. 1232g)

"Student," except as otherwise specifically provided in this part, means any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.

(Authority: 20 U.S.C. 1232g(a)(6))

### 99.4 What are the rights of parents?

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

(Authority: 20 U.S.C. 1232g)

### 99.5 What are the rights of students?

- (a) When a student becomes an eligible student, the rights accorded to, and consent required of, parents under this part transfer from the parents to the student.
- (b) The Act and this part do not prevent educational agencies or institutions from giving students rights in addition to those given to parents.
- (c) If an individual is or has been in attendance at one component of an educational agency or institution, that attendance does not give the individual rights as a student in other components of the agency or institution to which the individual has applied for admission, but has never been in attendance.

(Authority: 20 U.S.C. 1232g(d))

### 99.7 What must an educational agency or institution include in its annual notification?

- (a) (1) Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Act and this part.
- (2) The notice must inform parents or eligible students that they have the right to:
  - (i) Inspect and review the student's education records;
  - (ii) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
  - (iii) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and 99.31 authorize disclosure without consent; and

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- (iv) File with the Department a complaint under 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the act and this part.
- (3) The notice must include all of the following:
  - (i) The procedure for exercising the right to inspect and review education records.
  - (ii) The procedure for requesting amendment of records under 99.20.
  - (iii) If the educational agency or institution has a policy of disclosing education records under 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
- (b) An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.
  - (1) An educational agency or institution shall effectively notify parents or eligible students who are disabled.
  - (2) An agency or institution of elementary or secondary education shall effectively notify parents who have a primary or home language other than English.

(Approved by the Office of Management and Budget under control number 1880-0508)  
(Authority 20 U.S.C. 1232g(e) and (f)).

**99.8** What provisions apply to records of a law enforcement unit?

- (a) (1) "Law enforcement unit" means any individual, office, department, division, or other component of an educational agency or institution, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to:
  - (i) Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against any individual or organization other than the agency or institution itself; or
  - (ii) Maintain the physical security and safety of the agency or institution.
- (2) A component of an educational agency or institution does not lose its status as a "law enforcement unit" if it also performs other, non-law enforcement functions for the agency or institution, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceedings against the student.
- (b) (1) Records of law enforcement unit means those records, files, documents, and other materials that are\_
  - (i) Created by a law enforcement unit;
  - (ii) Created for a law enforcement purpose; and
  - (iii) Maintained by the law enforcement unit.
- (2) Records of law enforcement unit does not mean\_
  - (i) Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or
  - (ii) Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.
- (c) (1) Nothing in the Act prohibits an educational agency or institution from contacting its law enforcement unit, orally or in writing, for the purpose of asking that unit to investigate a possible violation of, or to enforce, any local, State, or Federal law.
- (2) Education records, and personally identifiable information contained in education records, do not lose their status as education records and remain subject to the Act, including the disclosure provisions of 99.30, while in possession of the law enforcement unit.
- (d) The Act neither requires nor prohibits the disclosure by any educational agency or institution of its law enforcement unit records.

(Authority: 20 U.S.C. 1232g(a) (4) (B) (ii))

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**Subpart B - What Are the Rights of Inspection and Review of Education Records?**

**99.10** What rights exist for a parent or eligible student to inspect and review education records?

- (a) Except as limited under 99.12, a parent or eligible student must be given the opportunity to inspect and review the student's education records. This provision applies to\_
  - (1) Any educational agency or institution; and
  - (2) Any State educational agency (SEA) and its components.
    - (i) For the purposes of subpart B of this part, an SEA and its components constitute an educational agency or institution.
    - (ii) An SEA and its components are subject to subpart B of this part if the SEA maintains education records on students who are or have been in attendance at any school of an educational agency or institution subject to the Act and this part.
- (b) The educational agency or institution, or SEA or its component, shall comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request.
- (c) The educational agency or institution, or SEA or its component, shall respond to reasonable requests for explanations and interpretations of the records.
- (d) If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the educational agency or institution, or SEA or its component, shall:
  - (1) Provide the parent or eligible student with a copy of the records requested; or
  - (2) Make other arrangements for the parent or eligible student to inspect and review the requested records.
- (e) The educational agency or institution, or SEA or its component, shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.
- (f) While an education agency or institution is not required to give an eligible student access to treatment records under paragraph (b)(4) of the definition of "Education records" in 99.3, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

(Authority: 20 U.S.C. 1232g(a)(1)(A) and (B))

**99.11** May an educational agency or institution charge a fee for copies of education records?

- (a) Unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, an educational agency or institution may charge a fee for a copy of an education records which is made for the parent or eligible student.
- (b) An educational agency or institution may not charge a fee to search for or to retrieve the education records of a student.

(Authority: 20 U.S.C. 1232g(a)(1))

**99.12** What limitations exist on the right to inspect and review records?

- (a) If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.
- (b) A post-secondary institution does not have to permit a student to inspect and review education records that are:
  - (1) Financial records, including any information those records contain, of his or her parents;
  - (2) Confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and
  - (3) Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if:
    - (i) The student has waived his or her right to inspect and review those letters and statements; and

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- (ii) Those letters and statements are related to the student's:
  - (A) Admission to an educational institution;
  - (B) Application for employment; or
  - (C) Receipt of an honor or honorary recognition.
- (c) (1) A waiver under paragraph (b)(3)(i) of this section is valid only if:
  - (i) The educational agency or institution does not require the waiver as a condition for admission to or receipt of a service or benefit from the agency or institution; and
  - (ii) The waiver is made in writing and signed by the student, regardless of age.
- (2) If a student has waived his or her rights under paragraph (b)(3)(i) of this section, the educational institution shall:
  - (i) Give the student, on request, the names of the individuals who provided the letters and statements of recommendation; and
  - (ii) Use the letters and statements of recommendation only for the purpose for which they were intended.
- (3) (i) A waiver under paragraph (b)(3)(i) of this section may be revoked with respect to any actions occurring after the revocation.
- (ii) A revocation under paragraph (c)(3)(i) of this section must be in writing.

(Authority: 20 U.S.C. 1232g(a)(1)(A), (B), (C), and (D))

**Subpart C - What Are the Procedures for Amending Education Records?**

**99.20** How can a parent or eligible student request amendment of the student's education records?

- (a) If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the records.
- (b) The educational agency or institution shall decide whether to amend the records as requested within a reasonable time after the agency or institution receives the request.
- (c) If the educational agency or institution decides not to amend the records as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing under 99.21.

(Authority: 20 U.S.C. 1232g(a)(2))

**99.21** Under what conditions does a parent or eligible student have the right to a hearing?

- (a) An educational agency or institution shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education record on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- (b) (1) If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
  - (i) Amend the records accordingly; and
  - (ii) Inform the parent or eligible student of the amendment in writing.
- (2) If, as a result of the hearing, the educational agency or institution decides that the information in the education records is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both.
- (c) If an educational agency or institution places a statement in the education records of a student under paragraph (b)(2) of this section, the agency or institution shall:
  - (1) Maintain the statement with the contested part of the record for as long as the record is maintained; and
  - (2) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

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(Authority: 20 U.S.C. 1232g(a)(2))

### **99.22** What minimum requirements exist for the conduct of a hearing?

The hearing required by 99.21 must meet, at a minimum, the following requirements:

- (a) The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- (b) The educational agency or institution shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- (c) The hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing.
- (d) The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised under 99.21. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
- (e) The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing.
- (f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

(Authority: 20 U.S.C. 1232g(a)(2))

### **Subpart D - May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?**

#### **99.30** Under what conditions is prior consent required to disclose information?

- (a) The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in 99.31.
- (b) The written consent must:
  - (1) Specify the records that may be disclosed;
  - (2) State the purpose of the disclosure; and
  - (3) Identify the party or class of parties to whom the disclosure may be made.
- (c) When a disclosure is made under paragraph (a) of this section:
  - (1) If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and
  - (2) If the parent of a student who is not an eligible student so requests, the agency or institution shall provide the student with a copy of the records disclosed.

(Authority: 20 U.S.C. 1232g(b)(1) and (b)(2)(A))

#### **99.31** Under what conditions is prior consent not required to disclose information?

- (a) An educational agency or institution may disclose personally identifiable information from an education records of a student without the consent required by 99.30 if the disclosure meets one or more of the following conditions:
  - (1) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.
  - (2) The disclosure is, subject to the requirements of 99.34, to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
  - (3) The disclosure is, subject to the requirements of 99.35, to authorized representatives of:
    - (i) The Comptroller General of the United States;
    - (ii) The Secretary; or
    - (iii) State and local educational authorities.
  - (4) (i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    - (A) Determine eligibility for the aid;

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- (B) Determine the amount of the aid;
  - (C) Determine the conditions for the aid; or
  - (D) Enforce the terms and conditions of the aid.
- (ii) As used in paragraph (a)(4)(i) of this section, "financial aid" means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.
- (Authority: 20 U.S.C. 1232g(b)(1)(D))
- (5) (i) The disclosure is to State and local officials or authorities to whom this information is specifically;
- (A) Allowed to be reported or disclosed pursuant to a State statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or
  - (B) Allowed to be reported or disclosed pursuant to a State statute adopted after November 19, 1974, subject to the requirements of 99.38.
- (ii) Paragraph (a)(5)(1) of this section does not prevent a State from further limiting the number or type of State or local officials to whom disclosures may be made under that paragraph.
- (6) (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
- (A) Develop, validate, or administer predictive tests;
  - (B) Administer student aid programs; or
  - (C) Improve instruction.
- (ii) The agency or institution may disclose information under paragraph (a)(6)(i) of this section only if:
- (A) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and
  - (B) The information is destroyed when no longer needed for the purposes for which the study was conducted.
- (iii) If this Office determines that a third party outside the educational agency or institution to whom information is disclosed under this paragraph (a)(6) violates paragraph (a)(6)(ii)(B) of this section, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.
- (iv) For the purposes of paragraph (a)(6) of this section, the term "organization" includes, but is not limited to, Federal, State, and local agencies, and independent organizations.
- (7) The disclosure is to accrediting organizations to carry out their accrediting functions.
- (8) The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- [Note: The above section should read "the Internal Revenue Code of 1986."]
- (9) (i) The disclosure is to comply with a judicial order or lawfully issued subpoena.
- (ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with;
- (A) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
  - (B) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- (iii) If the educational agency or institution initiates legal action against a parent or student and has complied with paragraph (a)(9)(ii) of this section, it may disclose the student's education records that are relevant to the action to the court without a court order or subpoena.
- (10) The disclosure is in connection with a health or safety emergency, under the conditions described in 99.36.

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- (11) The disclosure is information the educational agency or institution has designated as "directory information," under the conditions described in 99.37.
- (12) The disclosure is to the parent of a student who is not an eligible student or to the student.
- (13) The disclosure is to an alleged victim of any crime of violence, as that term is defined in Section 16 of title 18, United States Code, of the results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime with respect to that crime.

- (b) This section does not forbid an educational agency or institution to disclose, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to any parties under paragraphs (a)(1) through (11) and (13) of this section.

(Authority: 20 U.S.C. 1232g(a)(5)(A), (b)(1), (b)(2)(B), and (b)(6))

**99.32** What recordkeeping requirements exist concerning requests and disclosures?

- (a) (1) An educational agency or institution shall maintain a records of each request for access to and each disclosure of personally identifiable information from the education records of each student.
- (2) The agency or institution shall maintain the records with the education records of the student as long as the records are maintained.
- (3) For each request or disclosure the records must include:
  - (i) The parties who have requested or received personally identifiable information from the education records; and
  - (ii) The legitimate interests the parties had in requesting or obtaining the information.
- (b) If an educational agency or institution discloses personally identifiable information from an education record with the understanding authorized under 99.33(b), the record of the disclosure required under this section must include:
  - (1) The names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution; and
  - (2) The legitimate interests under 99.31 which each of the additional parties has in requesting or obtaining the information.
- (c) The following parties may inspect the record relating to each student:
  - (1) The parent or eligible student.
  - (2) The school official or his or her assistants who are responsible for the custody of the records.
  - (3) Those parties authorized in 99.3 1 (a)(1) and (3) for the purposes of auditing the recordkeeping procedures of the educational agency or institution.
- (d) Paragraph (a) of this section does not apply if the request was from, or the disclosure was to:
  - (1) The parent or eligible student;
  - (2) A school official under 99.3 1 (a)(1);
  - (3) A party with written consent from the parent or eligible student;
  - (4) A party seeking directory information; or
  - (5) A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

(Approved by the Office of Management and Budget under control number 1880-0508) (Authority: 20 U.S.C. 1232g(b)(1) and (b)(4)(A))

**99.33** What limitations apply to the re-disclosure of information?

- (a) (1) An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

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- (2) The officers, employees, and agents of a party that receives information under paragraph (a)(1) of this section may use the information, but only for the purposes for which the disclosure was made.
- (b) Paragraph (a) of this section does not prevent an educational agency or institution from disclosing personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the educational agency or institution if:
  - (1) The disclosures meet the requirements of 99.31; and
  - (2) The educational agency or institution has complied with the requirements of 99.32(b).
- (c) Paragraph (a) of this section does not apply to disclosures made pursuant to court orders or to lawfully issued subpoenas under 99.31(a)(9), to disclosures of directory information under 99.31(a)(11), or to disclosures to a parent or student under 99.31 (a)(12).
- (d) Except for disclosures under 99.31(a)(9), (11) and (12), an educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.
- (e) If this Office determines that a third party improperly re-discloses personally identifiable information from education records in violation of 99.33(a) of this section, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

(Authority: 20 U.S.C. 1232g(b)(4)(B))

**99.34** What conditions apply to disclosure of information to other educational agencies or institutions?

- (a) An educational agency or institution that discloses an education record under 99.31(a)(2) shall:
  - (1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:
    - (i) The disclosure is initiated by the parent or eligible student; or
    - (ii) The annual notification of the agency or institution under 99.7 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll;
  - (2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and
  - (3) Give the parent or eligible student, upon request, an opportunity for a hearing under Subpart C.
- (b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if:
  - (1) The student is enrolled in or receives services from the other agency or institution; and
  - (2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(b)(1)(B))

**99.35** What conditions apply to disclosure of information for Federal or State program purposes?

- (a) The officials listed in 99.31(a)(3) may have access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.
- (b) Information that is collected under paragraph (a) of this section must:
  - (1) Be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to in paragraph (a) of this section; and
  - (2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.
- (c) Paragraph (b) of this section does not apply if:
  - (1) The parent or eligible student has given written consent for the disclosure under 99.30; or
  - (2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C. 1232g(b)(3))

**99.36** What conditions apply to disclosure of information in health and safety emergencies?

- (a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- (b) Nothing in the Act or this part shall prevent an educational agency or institution from;

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- (1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;
  - (2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or
  - (3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.
- (c) Paragraphs (a) and (b) of this section will be strictly construed.

(Authority: 20 U.S.C. 1232g(b)(1)(l) and (h))

**99.37** What conditions apply to disclosing directory information?

- (a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:
  - (1) The types of personally identifiable information that the agency or institution has designated as directory information;
  - (2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
  - (3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- (b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(a)(5)(A) and (B))

**99.38** What conditions apply to disclosure of information as permitted by State statute adopted after November 19, 1974 concerning the juvenile justice system?

- (a) If reporting or disclosure allowed by State statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, an educational agency or institution may disclose education records under 99.31(a)(5)(i)(B).
- b) The officials and authorities to whom the records are disclosed shall certify in writing to the educational agency or institution that the information will not be disclosed to any other party, except as provided under State law, without the prior written consent of the parent of the student.

(Authority: 20 U.S.C. 1232g(b)(1)(J))

**Subpart E- What Are the Enforcement Procedures?**

**99.60** What functions has the Secretary delegated to the Office and to the Office of Administrative Law Judges?

- (a) For the purposes of this subpart, "Office" means the Family Policy Compliance Office, U.S. Department of Education.
- (b) The Secretary designates the Office to:
  - (1) Investigate, process, and review complaints and violations under the Act and this part; and
  - (2) Provide technical assistance to ensure compliance with the Act and this part.
- (c) The Secretary designates the Office of Administrative Law Judges to act as the Review Board required under the Act to enforce the Act with respect to all applicable programs. The term "applicable program" is defined in section 400 of the General Education Provisions Act.

## SCHOOL DISTRICTS - APPENDIX B FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

(Authority: 20 U.S.C. 1232g(f) and (g), 1234)

**99.61** What responsibility does an educational agency or institution have concerning conflict with State or local laws?

If an educational agency or institution determines that it cannot comply with the Act or this part due to a conflict with State or local law, it shall notify the Office within 45 days, giving the text and citation of the conflicting law.

(Authority: 20 U.S.C. 1232g(f))

**99.62** What information must an educational agency or institution submit to the Office?

The Office may require an educational agency or institution to submit reports containing information necessary to resolve complaints under the Act and the regulations in this part.

(Authority: 20 U.S.C. 1232g(f) and (g))

**99.63** Where are complaints filed?

A parent or eligible student may file a written complaint with the Office regarding an alleged violation under the Act and this part. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

(Authority: 20 U.S.C. 1232g(g))

**99.64** What is the complaint procedure?

- (a) A complaint filed under 99.63 must contain specific allegations of fact giving reasonable cause to believe that a violation of the Act or this part has occurred.
- (b) The Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of the Act or this part.
- (c) A timely complaint is defined as an allegation of a violation of the Act that is submitted to the Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.
- (d) The Office extends the time limit in this section if the complainant shows that he or she was prevented by circumstances beyond the complainant's control from submitting the matter within the time limit, or for other reasons considered sufficient by the Office.

(Authority: 20 U.S.C. 1232g(f))

**99.65** What is the content of the notice of complaint issued by the Office?

- (a) The Office notifies the complainant and the educational agency or institution in writing if it initiates an investigation of a complaint under 99.64(b). The notice to the educational agency or institution\_
  - (1) Includes the substance of the alleged violation; and
  - (2) Asks the agency or institution to submit a written response to the complaint.
- (b) The Office notifies the complainant if it does not initiate an investigation of a complaint because the complaint fails to meet the requirements of 99.64.

(Authority: 20 U.S.C. 1232g(g))

**99.66** What are the responsibilities of the Office in the enforcement process?

- (a) The Office reviews the complaint and response and may permit the parties to submit further written or oral arguments or information.
- (b) Following its investigation, the Office provides to the complainant and the educational agency or institution written notice of its findings and the basis for its findings.
- (c) If the Office finds that the educational agency or institution has not complied with the Act or this part, the notice under paragraph (b) of this section:
  - (1) Includes a statement of the specific steps that the agency or institution must take to comply; and

**SCHOOL DISTRICTS - APPENDIX B  
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

- (2) Provides a reasonable period of time, given all of the circumstances of the case, during which the educational agency or institution may comply voluntarily.

(Authority: 20 U.S.C. 1232g(f))

**99.67** How does the Secretary enforce decisions?

- (a) If the educational agency or institution does not comply during the period of time set under 99.66(c), the Secretary may, in accordance with part E of the General Education Provisions Act;
- (1) Withhold further payments under any applicable program;
  - (2) Issue a compliant to compel compliance through a cease-and-desist order; or
  - (3) Terminate eligibility to receive funding under any applicable program.
- (b) If, after an investigation under 99.66, the Secretary finds that an educational agency or institution has complied voluntarily with the Act or this part, the Secretary provides the complainant and the agency or institution written notice of the decision and the basis for the decision.

(Note: 34 CFR Part 78 contains the regulations of the Education Appeal Board.)

***[Please note that Part 78 has been removed from the CFR and has been replaced with 34 CFR Part 81.]***  
***(Authority: 20 U.S.C. 1232g(f); 20 U.S.C. 1234)***

***These regulations are codified in 34 CFR Part 99 as amended on November 21, 1996 (61 FR 59292)***

**SUPERSEDED**

SUPERSEDED

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