Washington Secretary of State
SAM REED

GENERAL RECORDS RETENTION SCHEDULE
FOR
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS
IN WASHINGTON STATE

INTRODUCTION

We are pleased to present you with the sixth edition of the General Records Retention Schedule for School Districts, which now covers records unique to Educational Service Districts in Washington State.

This schedule has been issued under the authority of the Washington State Local Records Committee, and gives School Districts and Educational Service Districts blanket authorization for the continuing disposition of specific types of records according to their assigned retention periods. Also included on the cover of this manual is a link to the Office of the Secretary of State, Archives & Records Management website where you can find Records Management Guidelines and other publications to help you with your records management program. These guidelines are based on the provisions of Chapter 40.14 Revised Code of Washington.

If you are a private school/institution looking for guidance in records management, you are encouraged to use this manual. However, private schools are not legally obligated under RCW 40.14 to follow this schedule and guidelines.

Several important changes and additions have been made to this schedule. This revision supersedes all previous versions of this schedule.

1. New sections have been added covering records for Educational Service Districts, and several sections have been consolidated or divided:

   - The Accounting section is now titled Fiscal/Financial Services, and combines General Accounting and Internal Audit.
   - The Electronic Information section has been consolidated into two categories.
   - The Facilities Administration section is now Facility and Property Management, and is combined with Land Ownership & Access Rights.
   - The Learning Resources Centers section is now Library/Media Resource Centers.
   - The Personnel section now includes Affirmative Action, Benefits, Employee Relations and Personnel-General.
   - The Public Information section is now titled Public Information/Community Relations.

- The Purchasing section combines Central Stores and Procurement.
- The Personnel – Training and Staff Development section is now titled Staff Training and Development.
- The Transportation Services/Motor Pool/Vehicle Maintenance section is now titled Student Transportation/Motor Pool/Vehicle/Equipment Maintenance.

2. All changes, deletions and additions since the 1999 revision are well marked.

3. The schedule organization and index have been improved for ease of use. The PDF File is completely searchable by using the Bookmarks, Table of Contents and/or Series Index.

ACKNOWLEDGEMENTS

This Schedule is the culmination of several years of effort by the Division of Archives and Records Management, the Washington Association of School Business Officials (WASBO) Records Management Committee, the Office of the Superintendent of Public Instruction (O.S.P.I), and other individuals. Following is a list of those individuals who participated in the development of this revision:

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Washington Secretary of State
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WASHINGTON STATE ARCHIVES

SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS OF WASHINGTON STATE

RECORDS MANAGEMENT GUIDELINES

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

and

GENERAL RECORDS RETENTION SCHEDULE

March 27, 2003

Washington Secretary of State
SAM REED

GENERAL RECORDS RETENTION SCHEDULE FOR

SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS IN WASHINGTON STATE

Published by the Washington State Archives

And

The Washington Association of School Business Officials (WASBO) Records Management Committee

Approved and issued by the Washington State Local Records Committee

March 27, 2003
Olympia, Washington

Sixth Edition

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GENERAL RECORDS RETENTION SCHEDULE FOR SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS

The following general records retention schedule sets minimum retention requirements and provides school districts and educational service districts with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. The signatures of the Local Records Committee signify approval of the disposition of these records. Each records series is assigned a Disposition Authority Number (DAN). These numbers should be cited in the documentation the district maintains for the records it destroys (see Documenting Records Destruction, http://www.secstate.wa.gov/archives/doc/Records Management Guidelines.doc - page 13).

You may retain records longer than the retention period approved by the Local Records Committee. However, most records are subject to public disclosure and legal discovery until they are disposed of. Any record that is or may be required in an active or pending court case must be retained and made available until the case is closed or settled, regardless of the retention period pertaining to that record.

Some records may be subject to federal audit requirements, or are governed by federal statute(s). In all cases, federal law supersedes state statutes and local ordinances. Citations have been added to the instructions column for some of these series.

Several retention periods in this schedule include the statement "after completion of audit." In some cases, it is difficult to determine if an audit pertaining to that record has been completed. Before commencing disposition of those specific records, contact your fiscal/financial office for guidance in determining if the audit has been completed.

When using this schedule, records officers/coordinators should determine whether they are dealing with the official/primary record or just a secondary copy. These schedules are written with general titles and descriptions rather than identifying specific individual documents or forms. A record whose content and function are substantially the same as an item described in this schedule should be considered covered by that series.

Keep in mind that you will not necessarily have all records listed in this schedule and that you are not required to create all of the series listed. This manual includes all possible records series that may be maintained by school districts and educational service districts.

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 RCW 40.14.010(1) that have significant legal or fiscal value.
Office Files and Memoranda (OFM) – are those records that have only administrative value per RCW 40.14.010(2).
Archival and Potential Archival Value – The Archival designation identifies records series that must be transferred to your Regional Archivist at the end of their approved retention periods. The Potential Archival Value designation identifies records that have potential historical research value. These records must be appraised by the Regional Archives system for transfer for appropriate preservation and storage. Contact your Regional Archivist to arrange for appraisal and transfer of these records.
Essential Record – This designation identifies records that are, in the event of disaster, essential for the resumption and/or continuation of agency operations. They recreate the legal and financial status of the agency. These records fulfill the obligations to local, state, and federal governments, and outside interests.

APPROVED AS REVISED BY THE WASHINGTON STATE LOCAL RECORDS COMMITTEE – MARCH 27th, 2003

For the Attorney General: Brian Buchholz

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

GENERAL RECORDS RETENTION SCHEDULE FOR
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS

Records Category: ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

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.

ITEM NO.	TITLE AND DESCRIPTION
1	**CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS** Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
2	**DISTRICT/BUILDING PUBLICATIONS** Supplies of district/building 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. These publications may be given away to the public or other agencies rather than being destroyed.
3	**INFORMATIONAL COPIES** Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	**LETTERS OF TRANSMITTAL** Letters of transmittal, which do not add any information to the transmitted materials.
5	**MISCELLANEOUS MEMORANDA** Miscellaneous notices or memoranda which do not relate to the functional responsibility of the district, e.g., notices of community affairs, employees meetings, holidays, etc.
6	**PRELIMINARY DRAFTS** Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	**REPRODUCTION MATERIALS** Includes materials such as stencils, hectograph masters and offset plates.
8	**ROUTING SLIPS** Routing slips used to direct the distribution of documents.
9	**SHORTHAND NOTES, STENOTYPE TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS** After they have been transcribed into typewritten or printed form on paper or microfilm.
10	**TELEPHONE MESSAGES** "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	**USED / CANCELED EVENT TICKETS AND PASSES** **New Item**

Approved <u>as revised</u> by the Local Records Committee: MARCH 27TH, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Hon. Antonio Sherry Handfield

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS

Note: Several series were deleted from this category because they are located elsewhere in this schedule under their appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	
2	**ADMINISTRATIVE WORKING FILES** Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-02	Contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
3	**APPOINTMENT CALENDARS** Provides a record of appointments, "to do" lists, and meeting schedules.	OFM	Destroy when obsolete or superseded – **See remarks**	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
4	**BYLAWS, ASSOCIATED STUDENT BODY AND OTHER STUDENT ORGANIZATIONS**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-01-08	Contact your Regional Archivist. Records from the series may be selected to be transferred and preserved at a Regional Archives Branch.
5	**CHRONOLOGICAL REFERENCE FILE** Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
6	**CITIZENS' COMPLAINTS/REQUESTS**	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
7	**CONTRACTS, AGREEMENTS, AND WARRANTIES** May contain compliance monitoring files. **Revised – Added "WARRANTIES" to title, and added description.**	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
8	**CORRESPONDENCE** Letters and attached materials sent and received during the course of district/school business.	OFM	2 years - elected official, executive, and department head files are potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-12	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Gathercole | For the State Auditor: Mark Rapoza | The Honorable Secretary Harry Hatfield

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS

Note: Several series were deleted from this category because they are located elsewhere in this schedule under their appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	**DEMOGRAPHIC AND ENROLLMENT PROJECTIONS** **Revised - Reduced primary copy retention from 5 years.**	OFM	3 years	Destroy when obsolete or superseded	GS51-07-08	
10	**EMERGENCY INFORMATION FORM FOR STUDENTS AND STAFF** **Revised – Changed title from "STUDENT/STAFF EMERGENCY INFORMATION FORM."**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-01-51	
11	~~**ENROLLMENT REPORTS THAT GENERATE APPORTIONMENT FUNDING**~~ **Series deleted – Covered by "APPORTIONMENT REPORTS/STATE OF WASHINGTON" in Fiscal/Financial Services.**	~~OPR~~	~~6 years~~	~~Until completion of state auditor's examination report~~	~~GS51-01-18~~	
12	**HISTORICAL MATERIALS AND ARTIFACTS THAT SHOULD BE RETAINED FOR COMMEMORATIVE EVENTS AND DISPLAYS** May include but is not limited to: Award Lists Baccalaureate & Commencement Programs Banners Class Activities Materials Cumulative Class Rankings Dedication Programs Diploma Order Lists Exhibits Graduation Lists Honor Roll Lists Posters Sample Uniforms Trophies Other School Related Artifacts **New Series**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-01-52	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
13	**MAILING LISTS**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
14	**PROJECT FILES (MISCELLANEOUS)** **New Series**	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-01-39	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapson | The Hon. Attorney Gary Handfield

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS

Note: Several series were deleted from this category because they are located elsewhere in this schedule under their appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
15	**PUBLIC OPINION POLLS**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-30	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
16	**PUBLIC RESEARCH ACCESS REQUEST** Request for access to district records for research purposes. **Revised – Added series description.**	OFM	Resolution of request plus 3 years	Destroy when obsolete or superseded	GS51-01-35	
17	**PUBLIC RESEARCH ACCESS REQUEST LOG** **Revised – Changed title from "RESEARCH REQUEST LOG."**	OFM	Last entry in log plus 3 years	Destroy when obsolete or superseded	GS51-01-39	
18	**REPORTS REQUIRED BY SUPERINTENDENT OF PUBLIC INSTRUCTION** **Revised: Added "3 years" to secondary copy retention.**	OFM	Superintendent of Public Instruction retains primary record copy - PERMANENT	3 years	GS51-01-37	
19	**RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES** **New Series**	OFM	Destroy when obsolete or superseded – potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
20	**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	
21	**STATEMENT OF REQUIREMENTS AND EXPECTATIONS SIGNED AND RETURNED BY PARENT/GUARDIAN**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-01-49	
22	**SUPERINTENDENT OF PUBLIC INSTRUCTION BULLETINS/MEMORANDA**	OFM	Destroy after superseded or expired	Destroy when obsolete or superseded	GS51-01-48	
23	**TELEPHONE LOGS AND USAGE DETAIL REPORTS**	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Handfield

Records Category: ADMINISTRATIVE RECORDS COMMON TO ALL DEPARTMENTS AND SCHOOLS

Note: Several series were deleted from this category because they are located elsewhere in this schedule under their appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
24	**WORK PLANS** Plan of a district/school's actions for the coming year. Documents district, department, or program timelines and areas of responsibility for specific actions. **New Series**	OFM	Destroy when obsolete or superseded – potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-01-38	Contact your Regional Archivist. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

Records Category: ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**AGENDA PACKETS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS** Includes agendas and all referenced and attached documents. **Revised: Split from MEETING AGENDAS, MINUTES, AND TAPE RECORDINGS**	OFM	3 years – potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05B-02	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	**AUDIO OR VIDEO TAPE RECORDINGS OF MEETINGS – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS** **Revised: Split from MEETING AGENDAS, MINUTES, AND TAPE RECORDINGS**	OFM	Destroy after 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 – **See remarks**	Destroy when obsolete or superseded	GS50-01-12	Contact your Regional Archivist. 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 referenced documents. **Revised: Split from MEETING AGENDAS, MINUTES, AND TAPE RECORDINGS**	OPR	6 years - potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05B-04	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	**REPORTS SUBMITTED TO DISTRICT**	OPR	6 years - potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05B-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Gathercole | For the State Auditor: Mark Rapoza | The Honorable Secretary Harry Hardfield

GENERAL RECORDS RETENTION SCHEDULE FOR
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS

Records Category: ATHLETICS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ACCIDENT CLAIMS / INCIDENT REPORTS – STUDENT** **Revised – Changed title from "ACCIDENT/ INJURY REPORT – STUDENT," and changed secondary copy retention from "3 years."**	OPR	Insurance/Risk Management/Safety Office retains primary copy	Destroy at end of school year	GS50-06C-02	
2	**ATHLETE / TEAM ACHIEVEMENT RECORDS** Statistics and league standings.	OPR	PERMANENT - 1 copy potential archival value– **See remarks**	Destroy when obsolete or superseded	GS51-03-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	**ATHLETIC AND ACTIVITY SURVEYS** Self-evaluation survey on activities students would like to participate in and limitations of students, as required by Title IX. **New Series**	OFM	5 years	Destroy when obsolete or superseded	GS51-03-15	Reference 34 CFR 106.41.
4	**ATHLETIC ELIGIBILITY RECORDS** Includes physicals, insurance, grade point, appeals, emergency information, and parent consent forms. **Revised – Added ", and parent consent forms" to description.**	OFM	3 years – **See remarks**	Destroy when obsolete or superseded	GS51-03-04	Primary copy of insurance on individuals should be kept with District Insurance files.
5	**COACH QUALIFICATIONS DOCUMENTATION** As per Washington Inter-Scholastic Athletic Association.	OPR	Termination plus 6 years (primary copy may be retained in personnel office)	Destroy when obsolete or superseded	GS51-03-05	
6	**COACH'S MANUAL** **Revised – Deleted "LEAGUE" from title, and changed primary copy retention from "Retained in league office."**	OFM	Destroy when obsolete or superseded - potential archival value if league is disbanded – **See remarks**	Destroy when obsolete or superseded	GS51-03-06	If league is disbanded, contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	**EVALUATIONS FOR RECREATION / ATHLETIC PROGRAMS** **Revised – Removed "Annual" from Title.**	OFM	3 years	Destroy when obsolete or superseded	GS51-03-02	
8	**LEAGUE CONSTITUTION AND BYLAWS** **Revised – Changed primary copy retention from "Retained in League Office."**	OPR	PERMANENT - 1 copy potential archival value if league is disbanded – **See remarks**	Destroy when obsolete or superseded	GS51-03-07	If league is disbanded, contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapaport — The Hon. Attorney Gerry Hendfield

Records Category: ATHLETICS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	**LEAGUE MINUTES** **Revised – Changed primary copy retention from "Retained in League Office."**	OPR	PERMANENT - 1 copy potential archival value if league is disbanded – **See remarks**	Destroy when obsolete or superseded	GS50-05A-13	If league is disbanded, contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
10	**LEAGUE POLICIES AND PROCEDURES** Handbooks, bulletins, rules, practical arrangements, home team responsibilities. **Revised – Added "Permanent" to primary copy retention.**	OPR	Primary copy retained in league office – PERMANENT - 1 copy potential archival value if league is disbanded – **See remarks**	Destroy when obsolete or superseded	GS50-01-24	If league is disbanded, contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	**REGISTRATION FORMS – ATHLETICS** **Revised – Removed "or Destroy after completion of audit" from primary copy retention.**	OFM	3 years	Destroy when obsolete or superseded	GS51-03-10	
12	**SCHEDULES - ATHLETICS** 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	
13	**SCHOOL PROTESTS OF GAMES** **Revised – Reduced primary copy retention from 2 years.**	OFM	1 year	Destroy when obsolete or superseded	GS51-03-12	
14	**SCOREBOOK, SCORESHEETS** **Revised – Reduced primary copy retention from 2 years.**	OFM	1 year	Destroy when obsolete or superseded	GS51-03-13	
15	**TEAM ROSTERS** **Revised – Increased primary copy retention from 2 years.**	OFM	3 years	Destroy when obsolete or superseded	GS51-03-14	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Handfield

Records Category: ATTENDANCE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**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, and Truancy Conference Counseling Forms. **Revised – Removed "STUDENT" from title.**	OPR	6 years	Destroy when obsolete or superseded	GS51-04-10	
2	**ABSENCE EXCUSE**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-01	
3	**ABSENCE NOTIFICATION LOG**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-02	
4	**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	
5	**ABSENCE REPORTS** Reports tracking absences in the total student population (including electronic input). May include but is not limited to the following: 1. Students with Excused Absences - by period 2. Students with Un-excused Absences - by period 3. Students with Excused Absences - daily 4. Students with Un-excused Absences – daily **Revised: Removed "STUDENT" from title, changed description, and changed secondary copy retention from 1 year.**	OFM	3 years	Destroy when obsolete or superseded	GS51-04-11	
6	**ADMIT SLIPS** **Revised: Removed "STUDENT" from title.**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-12	
7	**ATTENDANCE RECORD, INDIVIDUAL STUDENT** Supports Enrollment Report. Includes Alternative Learning Enrollment. **Revised – Added last sentence to description.**	OFM	3 years	Destroy when obsolete or superseded	GS51-04-04	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: ATTENDANCE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	**BUILDING-LEVEL STATISTICAL REPORTS ON SCHOOL ABSENCES REQUIRED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION**	OPR	Retained by Superintendent of Public Instruction	Destroy when obsolete or superseded	GS51-04-06	
9	**BUS/PICK-UP CHANGES** **Revised: Removed "STUDENT" from title.**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-13	
10	**CLASSROOM ATTENDANCE SOURCE DOCUMENTATION** Attendance reports used as source documentation for enrollment. May include attendance cards, bubble sheets, grade books, etc. **Revised – Changed title from "ATTENDANCE REPORTS," and added description.**	OFM	3 years or destroy after completion of audit	Destroy when obsolete or superseded	GS51-04-05	
11	**COMPULSORY SCHOOL ATTENDANCE PETITION / DISPOSITION LOGS** Summary listing which tracks the filing and disposition of Petitions to Compel School Attendance. **Revised – Added "in log" to primary copy retention.**	OFM	Last entry in log plus 6 years	Destroy when obsolete or superseded	GS51-04-07	
12	**DAILY PERIOD ATTENDANCE INPUT** Includes electronic and paper input.	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-08	
13	**DISTRICT-LEVEL STATISTICAL REPORTS ON SCHOOL ABSENCES REQUIRED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION**	OPR	Retained by Superintendent of Public Instruction	3 years	GS51-04-09	
14	**LATE ARRIVAL AND EARLY DEPARTURE LOGS** **Revised: Removed "STUDENT" from title.**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-04-14	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Scottdale | For the State Auditor: Mark Rapoza | The Hon. Antonio Sherry Handfield

Records Category: BOARD OF DIRECTORS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES** **Revised: Changed title from "NOTICE OF PUBLIC MEETINGS," changed from OFM, and revised primary record retention from 3 years.**	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
2	~~**AGENDA REQUESTS**~~ ~~Formal requests for items to be added to agenda.~~ **Deleted Series**	~~OFM~~	~~3 years~~	~~Destroy when obsolete or superseded~~	~~GS50-05A-02~~	
3	**AGENDAS/BRIEFS/PACKETS** Board Member Agendas/Briefs/Packets. **Revised: Absorbed "BOARD MEMBER BRIEFS/PACKETS," added "/BRIEFS/PACKETS" to title and added description.**	OFM	3 years - potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05A-03	Contact your Regional Archivist. 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. **Revised: Removed "BY THE BOARD" from title, and removed "of chief executive officer" from description.**	OPR	PERMANENT as adopted - 1 copy archival - **See remarks**	Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	**APPOINTMENTS OF BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER DISTRICT OFFICIALS** **Revised: Removed "COUNCIL MEMBERS" from title.**	OPR	PERMANENT (in board minutes) – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-05A-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	**AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS** Magnetic sound or video recording of board proceedings, which may be used to prepare minutes. **Revised: Added "VIDEO" to title, added new description, revised primary record retention from "6 years'" and added instructions.**	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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Hon. Antonio Sonny Hartfield

Records Category: BOARD OF DIRECTORS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	**SCHOOL BOARD RESOLUTION DEVELOPMENT FILES** Documentation of the analysis and development of resolutions submitted for the approval of the district's board.	OFM	3 years	Destroy when obsolete or superseded	GS50-01-25	
8	**CHARTER HISTORY FILES** Includes past, current, and proposed charters which will provide background and historical reference for district charter review. **New Series**	OFM	Agency option – potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-07	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9	**DISTRICT CHARTERS** Official, adopted charter defining scope of the district and its rights, responsibilities, and authority. **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	OPR	PERMANENT - 1 copy potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-01	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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
10	**GOALS & OBJECTIVES WORKING FILE**	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-11	
11	**INDEXES TO MINUTES AND RESOLUTIONS** **ESSENTIAL RECORD – Needs security microfilm backup - See remarks.**	OFM	PERMANENT - 1 copy potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-12	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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Jerry Handfield

Records Category: BOARD OF DIRECTORS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
12	**MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED** Includes all referenced and attached documents. **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	OPR	PERMANENT - 1 copy potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-13	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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13	**OATHS OF OFFICE** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	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.
14	**PETITIONS TO THE BOARD**	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	
15	**RECORDS OF PUBLIC HEARINGS** May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices. **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.** **Revised: Added "May include" to beginning of description.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-05A-18	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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Honorable Jerry Handfield

Records Category: BOARD OF DIRECTORS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
16	**RESOLUTIONS** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	OPR	PERMANENT - 1 copy potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-05A-16	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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
17	**SUB-COMMITTEE MINUTES/REPORTS** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-08	
18	**TRANSCRIPTIONS OF RECORDINGS OF OFFICIAL PROCEEDINGS** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-21	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Handfield

Records Category: BUDGET

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES** **New Series**	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
2	**BUDGET DEVELOPMENT AND WORKING FILES** Background information and draft documents compiled in the course of budget preparation. **Revised – Changed title from "BUDGET WORKING PAPERS AND PRELIMINARY DRAFTS," created new series for "PRELIMINARY BUDGETS," changed primary copy retention from "3 years or Destroy after completion of audit," and changed secondary copy retention from "Until adoption of final budget."**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	
3	**BUDGET FORECASTS** Information used to forecast current budget year on cash flow and fund balance. **Revised – Removed "REPORTS" from title, and changed primary retention from "3 years or Destroy after completion of audit."**	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
4	**BUDGET REVISION REQUESTS** Formal requests to revise a budget that has already been adopted. **Revised – Added description.**	OPR	6 years	Destroy when obsolete or superseded	GS51-02A-04	
5	**BUDGET STATUS REPORT FOR DEPARTMENT** Includes all types of periodic budget status reports compiled per statute, charter, or district policy. **Revised – Removed "/BUILDING" from title, and added description.**	OFM	3 years	Destroy when obsolete or superseded	GS50-03D-06	
6	**DEPARTMENTAL BUDGET REQUESTS** **New Series**	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh For the State Auditor: Mark Rapoza The Hon. Antonio Sonny Hartfield

Records Category: BUDGET

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	**DISTRICT BUDGET OFFICER'S MONTHLY REPORT TO BOARD** District's monthly financial status report. **Revised – Changed title from "BUDGET OFFICER'S BOARD REPORT," added description, changed from OPR, reduced primary copy retention from 6 years, and added statement to instructions.**	OFM	3 years	Destroy when obsolete or superseded	GS50-03D-05	May become part of Board Minutes.
8	**FINAL BUDGET (F-195)** Includes: Budget Extension (F-200), and Estimate of Revenue (F-203) **Revised – Changed title from "ADOPTED BUDGET (F-195)," and changed primary copy retention from "File with permanent copy of Board Minutes."**	OPR	6 years; of after completion of audit if part of Board Minutes record.	Destroy when obsolete or superseded	GS50-03D-08	
9	**FINANCIAL STATEMENTS** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
10	**PRELIMINARY BUDGETS** **Revised – Split out from "BUDGET WORKING PAPERS AND PRELIMINARY DRAFTS," changed title from "PRELIMINARY DRAFTS," and changed primary copy retention from "3 years or Destroy after completion of audit."**	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Antonio Sonny Hargfield

Records Category: CURRICULUM / INSTRUCTION (Reference RCW 28A.230)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ACCREDITATION REPORTS AND EVALUATION REPORTS** Separate evaluations of all district reports subject to review.	OPR	Destroy when superseded plus 6 years – potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-06A-01	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	**CATEGORICAL PROGRAM FILES** 1. State categorical programs: Student lists, test scores, inventory of equipment, legal reports, evaluations and assurances to be maintained for monitoring and auditing purposes 2. Federal categorical programs: Student eligibility lists, comparability reports, pre- and post-test data, evaluations, inventory of equipment, parent advisory committee minutes (Title I). **Revised – Removed "Reference HANDBOOK FOR CATEGORICAL STATE AND FEDERAL PROGRAMS published by OSPI" from remarks – Handbook does not exist anymore.**	OFM	3 years after completion of grant audit or retain for period required by grant or program – **See remarks**	Destroy when obsolete or superseded	GS51-06A-02	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	Destroy when obsolete or superseded	GS51-06A-03	
4	**COURSE ADDITIONS, DELETIONS, AND CHANGES**	OFM	3 years	Destroy when obsolete or superseded	GS51-06A-04	
5	**COURSE DESCRIPTION CATALOG** **New Series**	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-06A-19	
6	**CURRICULUM SUMMARIES AND GUIDES**	OFM	PERMANENT - 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-06A-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Jerry Hanefeld

Records Category: CURRICULUM / INSTRUCTION (Reference RCW 28A.230)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	**ESSENTIAL ACADEMIC LEARNING REQUIREMENTS/ STUDENT LEARNING OBJECTIVE (SLO) PROGRAM FILES** 1. A complete set of student learning objectives for each basic subject. 2. Community input data for development of student learning objectives. 3. Evaluation data for each student learning objective.	OFM	Destroy when superseded	Destroy when obsolete or superseded	GS51-06A-06	
8	**ESSENTIAL ACADEMIC LEARNING REQUIREMENTS/ STUDENT LEARNING OBJECTIVES (SLO) PROGRAM FILES RESULTS**	OFM	Destroy after compilation and issuance of test data	Destroy after compilation and issuance of test data	GS51-06A-07	
9	**GRADUATION REQUIREMENTS STATEMENTS**	OPR	PERMANENT - 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-06A-08	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
10	**INDIVIDUAL STUDENT LEARNING OBJECTIVES REPORTS**	OFM	Destroy after compilation and issuance of test data	Destroy after compilation and issuance of test data	GS51-06A-09	
11	**INSTRUCTIONAL MATERIALS SUBJECT FILE** Evaluation data and recommendations on instructional materials that are accrued prior to Board adoption.	OFM	Destroy after superseded by new adoption	Destroy when obsolete or superseded	GS51-06A-10	
12	**PARENT/GUARDIAN CURRICULUM WAIVERS** Documents received from parent/guardian excusing student from specific classes (i.e., Physical Education because of injury, etc.) **Revised – Added description.**	OPR	6 years	Destroy when obsolete or superseded	GS51-06A-11	
13	**PARENT/GUARDIAN PERMISSION SLIPS FOR INTERNET ACCESS AND FILM VIEWING**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-06A-12	
14	**STUDENT ASSESSMENT AND PLACEMENT PROGRAM CASE FILES**	OFM	1 year after screening	Destroy when obsolete or superseded	GS51-06A-13	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Hon. Attorney Gary Handfield

Records Category: CURRICULUM / INSTRUCTION (Reference RCW 28A.230)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
15	~~**STUDENT TESTING – AUTOMATED BACK-UP DATA**~~ ~~Tapes, disks, or punch cards containing data from various student testing exercises.~~ **Series Deleted – Covered in Electronic Information –System Documentation**	~~OFM~~	~~5 years~~	~~Destroy when obsolete or superseded~~	~~GS51-06A-14~~	
16	~~**STUDENT TESTING – AUTOMATED PROGRAM SOFTWARE AND SYSTEM DOCUMENTATION**~~ **Series Deleted – Covered in Electronic Information –System Documentation**	~~OPR~~	~~1 year after superseded by new system~~	~~Destroy when obsolete or superseded~~	~~GS51-06A-15~~	
17	**STUDENT TESTING – GROUP REPORTS** Summary of testing scores by class, grade, program, sex, ethnic group, building, district, etc.	OFM	5 years	Destroy when obsolete or superseded	GS51-06A-16	
18	**STUDENT TESTING – INDIVIDUAL STUDENT REPORT** **Revised: Added "or withdrawal" to primary copy retention.**	OFM	Destroy 2 years after graduation or withdrawal	Destroy when obsolete or superseded	GS51-06A-17	
19	**STUDENT TESTING – PRIMARY RECORD** Answer sheet or other medium completed by student. **Revised: Changed description from "Response sheet completed by student."**	OFM	90 days	Destroy when obsolete or superseded	GS51-06A-18	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Handfield

Records Category: EDUCATIONAL SERVICE DISTRICTS (Reference RCW 28A.310)

ADMINISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**BOARD AND REGIONAL COMMITTEE ELECTION CERTIFICATES**	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-11-01	
2	**BOUNDARY RECORDS**	OPR	PERMANENT – 1 copy potential archival value	Destroy when obsolete or superseded	GS51-11-02	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3	**COUNTY SUPERINTENENT OF SCHOOLS RECORDS**	OPR	These records are archival and should be transferred to the nearest Regional Archives Branch	Destroy when obsolete or superseded	GS51-11-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

INSTRUCTOR/TEACHER CURRICULUM AND INSTRUCTION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**CLOCK HOURS AND COLLEGE CREDIT TRANSCRIPTS**	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-12-01	
2	**INSERVICE ATTENDANCE REPORTS**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-12-02	
3	**OSPI MONITORING REPORTS**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-12-03	
4	**PROGRAM APPLICATIONS**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-12-04	
5	**REGIONAL DRUG AND ALCOHOL SURVEYS**	OFM	6 years after close of fiscal year – potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-12-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003
EDUCATIONAL SERVICE DISTRICTS

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Right Honorable Gary Handfield

LEARNING RESOURCE CENTER

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**CLASS/WORKSHOP RECORDS** If offered for fee or credit.	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-13-01	
2	**LR EVALUATION SUMMARY DATA FORM**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-13-02	
3	**LR SELECTION ADVISORY COMMITTEE PURCHASE RECOMMENDATIONS (VOTING TABULATION)**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-13-03	
4	**TEACHER EVALUATION FORMS OF LR FOR COLLECTION** Includes files, etc.	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-13-04	

TEACHER CERTIFICATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**CERTIFICATE APPLICATION FEES RECEIPT BOOK**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-14-01	
2	**CERTIFICATE INFORMATION SUMMARY** Computed data.	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-14-02	
3	**CERTIFICATION FEE REPORT - QUARTERLY/ANNUAL**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-14-03	
4	**PROFESSIONAL EDUCATION PERMITS – TEMPORARY**	OPR	6 years after close of fiscal year	Destroy when obsolete or superseded	GS51-14-04	

Approved by the Local Records Committee: MARCH 27th, 2003
EDUCATIONAL SERVICE DISTRICTS

For the Attorney General: Brian Buchholz

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Records Category: ELECTRONIC INFORMATION - GENERAL

DATA AND INPUT DOCUMENTATION	
DATABASE AND SPREADSHEET DATA **FINDING AIDS AND INDEXES (USER WORKING COPY)** **INPUT DOCUMENTS** **WORD PROCESSING FILES**	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. User and other secondary copies should be destroyed when 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 it is stored.

ELECTRONIC MAIL

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 format.

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 records 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.

E-MAIL MESSAGES WHICH ARE USUALLY PUBLIC RECORDS AND MUST MEET RECORDS RETENTION REQUIREMENTS BEFORE BEING DESTROYED:	E-MAIL MESSAGES WHICH ARE USUALLY ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE:
Policy and Procedure Directives Correspondence or memoranda related to official public business Agendas and minutes of meetings Documents relating to legal or audit issues Messages which document agency actions, decisions, operations and responsibilities Documents that initiate, authorize or complete a business transaction Drafts of documents that are circulated for comment or approval Final reports or recommendations Appointment calendars E-mail distribution lists Routine information requests Other messages sent or received that relate to the transaction of local government business	Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins Phone message slips that do not contain information that may constitute a public record Copies of published materials Informational copies Preliminary drafts Routing slips Transmittals (Letters/memos) *See E-mail Guidelines on-line at Archives website:* http://www.secstate.wa.gov/archives/doc/E-mail%20Guidelines.doc

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Handfield

Records Category: ELECTRONIC INFORMATION – SYSTEM DOCUMENTATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
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. **ESSENTIAL RECORD - 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. **ESSENTIAL RECORD - Needs security backup - See remarks.**	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	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: ELECTRONIC INFORMATION – SYSTEM DOCUMENTATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
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	
7	**ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA** Operational and user instructions, specification, and system acceptance criteria. **ESSENTIAL RECORD - Needs security backup - See remarks.**	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. **New Series**	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**APPRAISALS** Statement of land and facility values provided by independent appraisers under contract to the District. **Revised: Added "or facility" to retention period.**	OPR	Disposition of land or facility plus 10 years – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-05A-01	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
2	~~**ARCHITECT / CONSULTANT ROSTER FOR CONTRACTS**~~ **Deleted – Covered by "CONSULTANT AND CONTRACT ROSTERS."**	~~OFM~~	~~Until obsolete or superseded~~	~~Destroy when obsolete or superseded~~	~~GS51-07-01~~	
3	**AS-BUILT ENGINEERING AND ARCHITECTURAL PLANS AND DRAWINGS** Architectural, structural, plumbing, electrical, etc. **ESSENTIAL RECORDS – Needs security microfilm backup – See Remarks.** **New Series**	OPR	Disposal or sale of facility plus 10 years – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-06B-02	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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
4	**AS-DESIGNED ENGINEERING AND ARCHITECTURAL PLANS AND DRAWINGS** **ESSENTIAL RECORDS – Needs security microfilm backup – See Remarks.** **New Series**	OPR	Disposal or sale of facility plus 10 years – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-18-07	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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
5	**BOILER VESSEL REPORTS** A) Report of boiler inspection by custodian. B) Report of boiler or hot water tank inspections by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Jerry Handfield

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
6	~~**BUILDING AND SITE FILES**~~ ~~Includes building specifications and engineering and architectural drawings.~~ **Deleted – Covered by "AS-BUILT ENGINEERING AND ARCHITECTURAL PLANS AND DRAWINGS"**	~~OFM~~	~~Until disposal and/or sale of building and site~~	~~Destroy when obsolete or superseded~~	~~GS50-06B-02~~	
7	**CAPITAL IMPROVEMENT AND/OR LEVY PLANNING PROJECT FILES** **Revised - Combined 2 Series: Capital Improvement Planning Project Files, and Capital Levy Planning Files.**	OFM	Completion of project – potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-07-04	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
8	~~**CAPITAL LEVY PLANNING FILES**~~ **Deleted – Combined with Capital Improvement and/or Levy Planning Project Files.**	~~OFM~~	~~Until completion of project~~	~~Destroy when obsolete or superseded~~	~~GS51-07-05~~	
9	~~**CONSTRUCTION CONTRACT FILE**~~ Includes OSPI building construction matching fund documentation. **Deleted – Covered by "CONTRACTS, AGREEMENTS, AND WARRANTIES."**	~~OPR~~	~~Termination plus 6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-01-11~~	
10	~~**CONSTRUCTION LOGS**~~ ~~Chronological listing of the progress of construction projects.~~ **Deleted – Covered by "CONSTRUCTION PROJECT FILES."**	~~OFM~~	~~Completion and acceptance of project plus 6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-07-07~~	
11	**CONSTRUCTION PROJECT FILES** Case file documentation on the progress and completion of each district public works or engineering construction project. Includes construction logs. **New Series**	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-10	
12	**DEEDS/TITLES** Legal documents of ownership.	OPR	County Auditor or recorder retains PERMANENT	Sale or disposal of land plus 10 years – **See remarks**	GS55-05A-02	Additional copies may be disposed of after administrative purpose served.
13	**EASEMENTS** Granted by and to the district.	OPR	County Auditor or recorder retains PERMANENT	Reassignment or vacation of easement plus 10 years – **See remarks**	GS55-05A-03	Additional copies may be disposed of after administrative purpose served.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Sherry Hatfield

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
14	**ENCROACHMENTS** Documentation of conflicts on land or water rights and obligation. **ESSENTIAL RECORD – Needs security microfilm backup – See remarks.** **Revised – Changed retention period statement from "Disposition of land"**	OPR	Closure of dispute plus 10 years – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-05A-04	Reference RCW 4.16.020 for retention period. 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. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
15	**ENERGY USAGE MEASUREMENT REPORTS AND DATA** **Revised – Primary copy retention reduced from 5 years.**	OFM	3 years	Destroy when obsolete or superseded	GS51-07-09	
16	**ENVIRONMENTAL MONITORING REPORTS** Reports include but are not limited to: air, water quality, sound, light, etc. **Revised – Added description.**	OFM	PERMANENT – 1 copy potential archival value – **See remarks**	3 years	GS51-07-10	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
17	**FACILITY RENTAL / USE SCHEDULE**	OFM	1 year	Destroy when obsolete or superseded	GS51-07-11	
18	**FACILITY USE AUTHORIZATION / PERMIT**	OPR	6 years	Destroy when obsolete or superseded	GS51-07-12	
19	**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	
20	**FIXED ASSET INVENTORIES** **New Series**	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Jerry Handfield

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
21	**KEY/CARD KEY INVENTORY** Documentation of facility keys and/or card keys assigned to district personnel. **ESSENTIAL RECORD - Needs security backup - See remarks.** **Revised – Added "CARD KEY" to title and description.**	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 district.
22	**LAND INFORMATION FILES** General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc. **ESSENTIAL RECORD – Needs security microfilm backup – See remarks.**	OFM	Disposition of land plus 10 years – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS55-05A-06	Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. 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. Contact your Regional Archivist before disposing of the source document of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
23	**LEASES** Official documentation of leases for property leased by and from other parties and district property leased to the public. **Revised – Reduced primary copy retention period from 10 years.**	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-07	
24	**LONG RANGE FACILITIES PLAN** **Revised – Added "Secretary to the Board" to primary copy retention.**	OPR	Secretary to the Board - PERMANENT	Destroy when obsolete or superseded	GS51-07-15	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
25	**MAINTENANCE HISTORY DOCUMENTATION** Maintenance history for each building, which may include maintenance performed, copies of work orders, purchase orders, copies of state and/or insurance company inspection reports. **Revised – Changed retention period from "Life of Building."**	OFM	Life, sale, or disposition of facility	Destroy when obsolete or superseded	GS50-06B-06	
26	**MAINTENANCE LOGS**	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
27	~~**MAJOR CONSTRUCTION PROJECT FILES**~~ Construction of new buildings, major renovation, and additions. Includes permits. **Deleted – Covered by "CONSTRUCTION PROJECT FILES."**	~~OPR~~	~~Termination of ownership plus 6 years – 1 copy potential archival value –~~ ~~**See remarks**~~	~~Destroy when obsolete or superseded~~	~~GS51-07-17~~	
28	**MANTENANCE REPORTS**	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
29	~~**MINOR CONSTRUCTION PROJECT FILES**~~ Roofing, paving, minor renovation repairs. Includes permits. **Deleted – Covered by "CONSTRUCTION PROJECT FILES."**	~~OPR~~	~~Completion of project plus 6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-18-10~~	
30	**OPERATING MANUALS** Prepared by contractors for use by the district in maintaining equipment installed in buildings. **ESSENTIAL RECORD - Needs security backup - See remarks.** **Revised – Deleted "plus 10 years" from primary copy retention.**	OPR	Disposition 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 district.
31	**OPERATING PERMITS** For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
32	**PROPERTY PURCHASE PROPOSALS (INACTIVE)** Proposal for the purchase of district's real property made by other parties and proposals made by district to acquire real property.	OFM	3 years	Destroy when obsolete or superseded	GS51-07-21	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Scribbick | For the State Auditor: Mark Rapoza | The Hon. Antonio Cabral Handfield

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
33	~~**PUBLIC BIDS**~~ Includes: Request for Bid, Public Notice, and Bid Award. **Deleted – Covered by "BID AND PROPOSAL FILES" under Purchasing.**	~~OPR~~	~~Included in Board of Directors Resolution~~	~~6 years~~	~~GS50-08A-01~~	
34	**REFERENCE MAPS AND DRAWINGS** **New Series**	OPR	Disposal or sale of facility plus 10 years – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-18-38	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
35	**RIGHT OF WAY VACATION FILES** Documentation of the process of relinquishing road, street, alley, and other rights of way owned by the district **Revised – Changed title from "REAL PROPERTY VACATION FILES."**	OPR	Approval by Board plus 10 years	Destroy when obsolete or superseded	GS55-05A-08	
36	~~**SCHOOL BOARD RESOLUTION REGARDING BOND ISSUE**~~ **Deleted – Covered by RESOLUTIONS in Board of Directors category.**	~~OPR~~	~~Retained by Board – 1 copy potential archival value – **See remarks**~~	~~Destroy when obsolete or superseded~~	~~GS50-05A-16~~	
37	**STATE ENVIRONMENTAL POLICY ACT (SEPA) CHECKLISTS** **New Series**	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-05H-03	
38	**STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE/SCOPING NOTICE OR DETERMINATION OF NON-SIGNIFICANCE** May include assumption of lead agency status, environmental checklist, supplemental for non-project actions, mitigation plans, adoption notice, etc. **New Series**	OPR	Disposal or sale of property plus 10 years	Destroy when obsolete or superseded	GS55-05H-02	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Handfield

Records Category: FACILITY AND PROPERTY MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
39	**STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS** Submitted to and accepted by the district as part of its building code enforcement duties. **Revised – Reduced primary copy retention from "Life of approved activity," changed secondary copy retention – added "Department of Ecology retains 20 years," and added WAC reference to instructions.**	OPR	Date issued plus 6 years	Department of Ecology retains 20 years. Other copies - Destroy when obsolete or superseded	GS55-05H-04	Reference WAC 197-11.
40	**STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENT WORK FILES**	OFM	End of planning period	Destroy when obsolete or superseded	GS51-07-26	Reference WAC 197-11.
41	**WORK ORDERS** 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	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Honorable Jerry Hanefeld

Records Category: FINANCIAL / FISCAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS** Specialized reports and background files documenting the status of or adjustments to accounts. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
2	**ACCOUNTS PAYABLE CONTROL WORKSHEET** Lists invoice totals and taxes. Used to balance against computer generated warrant register. **Revised – Added "WORKSHEET" to title.**	OFM	1 month	Destroy when obsolete or superseded	GS51-02-01	
3	**ANNUAL REPORT OF CHIEF FISCAL OFFICER TO BOARD** Includes annual financial reports compiled by all districts/department as per statute and policy. Also know as "Year End Financial Reports (F-195). **Revised – Combined "Financial Reports" and "Year–End Financial Reports (F-195)," and moved from BUDGET category.**	OPR	Clerk of Board retains – PERMANENT	Destroy when obsolete or superseded	GS50-03D-02	
4	**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	
5	**APPORTIONMENT REPORTS/STATE OF WASHINGTON** All reports supporting state funding (i.e., enrollment). **Revised – Added description, changed primary record retention from "6 years," and changed secondary copy retention from "Destroy after completion of audit."**	OPR	Superintendent of Public Instruction retains PERMANENT	Retain 1 copy for 3 years or destroy after completion of audit. All other copies destroy when obsolete or superseded.	GS51-02-03	
6	**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	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapson — The Hon. Attorney Gerry Hendfield

Records Category: FINANCIAL / FISCAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	**BANK ACCOUNT RECONCILIATIONS** **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
8	**BANK DEPOSIT RECORDS** Includes passbooks and deposit slips for both checking and savings accounts in all locations. **Revised – Was part of "BANKING RECORDS" – split into three series.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
9	**BANK STATEMENTS** **Revised Series – Was part of "BANKING RECORDS" – split into three series.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
10	**BILLS OF SALE** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
11	**CANCELLED CHECKS/WARRANTS** **Revised – Was part of "BANKING RECORDS" – split into three series.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
12	**CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS** Documentation of status and adjustments to cash accounts. Includes cash register tapes. **Revised – Changed title from "Cash Register Tapes," and added to description.**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
13	**CASH BOOK**	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
14	**CASH RECEIPTS TRANSMITTALS - COUNTY** Forms transmitting money between the district and the county.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
15	**CASH RECEIPTS TRANSMITTALS-INTERNAL** Forms transmitting money from school or department to central accounting.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
16	**CHECK STUBS OR DUPLICATE COPIES** **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
17	**DAILY CASH REPORT OR SUMMARY** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
18	**DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS** **New Series**	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Handfield

Records Category: FINANCIAL / FISCAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
19	**DISTRIBUTION OF EXPENDITURES** **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
20	**EXPENDITURE TRANSACTION REPORTS** Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
21	**FISCAL AND PERFORMANCE AUDIT REPORTS** Final report of audit findings.	OPR	6 years – potential archival value- **See remarks**	Destroy when obsolete or superseded	GS50-03F-02	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22	**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. **Revised – Combined two series: "FIXED ASSETS INVENTORY CHANGE FORMS," and "FIXED ASSETS INVENTORY LISTING," and revised description.**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	
23	**FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS** Documentation of status and adjustments to individual funds. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
24	**GENERAL AND SUBSIDIARY JOURNALS** All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts. **ESSENTIAL RECORD - Needs security backup - See remarks.** **Revised – Changed title from "JOURNALS," added description and essential record designation.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Handfield

Records Category: FINANCIAL / FISCAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
25	**GENERAL LEDGER** **ESSENTIAL RECORD - Needs security backup - See remarks.** **Revised – Added Essential Record Designation.**	OPR	6 years Pre-1900 general ledgers are potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03A-15	Contact your Regional Archivist. 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.
26	**INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS** Documentation of status and adjustments to investment accounts. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	
27	~~**INVOICE, DISTRICT**~~ ~~Invoice and backup documentation.~~ **Deleted Series – Covered under "VOUCHERS."**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-03A-31~~	
28	**NON-SUFFICIENT FUNDS (NSF) CHECKS/ WARRANTS** **New Series**	OPR	Settlement or closure plus 6 years	Destroy when obsolete or superseded	GS50-03B-12	
29	**PETTY CASH RECORDS** **Revised – Changed title from "PETTY CASH REGISTER."**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
30	~~**PURCHASE ORDERS AND/OR PURCHASE REQUISITIONS**~~ **Deleted Series – Covered under "PURCHASE/FIELD ORDERS."**	~~OPR~~	~~6 years~~	~~Destroy after completion of audit~~	~~GS501-02-23~~	
31	**RECEIPTS**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
32	**RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapson — The Hon. Attorney Gary Handfield

Records Category: FINANCIAL / FISCAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
33	**REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
34	**REMITTANCE ADVICES**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
35	**REVENUE BOND AND COUPON REGISTER** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
36	**REVENUE BONDS AND COUPONS** Includes general obligation bonds. **New Series**	OPR	6 years after redemption	Destroy when obsolete or superseded	GS50-03A-25	
37	**SIGNATURE RECORDS** List of employees and their signatures that are authorized to sign checks/warrants. **Revised – Changed title from "SIGNATURE AUTHORIZATION LIST," and added description.**	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	
38	**STATE AUDITOR'S EXAMINATION REPORT**	OFM	State Auditor's office retains - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
39	**STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY**	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	
40	**STUDENT FEE AND FINE STATEMENTS**	OFM	3 years	Destroy when obsolete or superseded	GS51-02-27	
41	**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. **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
42	**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	
43	~~**TRAVEL AUTHORIZATIONS/VOUCHERS**~~ **Deleted Series – Covered under "VOUCHERS"**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-02-28~~	
44	**TREASURER/FINANCE OFFICER FINANCIAL REPORTS**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Hendfield

Records Category: FINANCIAL / FISCAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
45	**TRIAL BALANCES**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
46	**VENDOR FILES** Includes vendor lists, changes, additions, and deletions.	OFM	Destroy after completion of audit	Destroy when obsolete or superseded	GS51-02-30	
47	**VOUCHER REGISTER** **New Series**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
48	**VOUCHERS / INVOICES** All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations, or professional leave forms **Revised – Added last sentence to description.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
49	**WARRANT / CHECK REGISTERS** **Revised Series – Added "/ CHECK" to title.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Handfield

Records Category: FOOD SERVICES (Reference RCW 28A.235 and WAC 392-157)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**CATERING REQUESTS** Requests for use of kitchen and the supplying of food and labor.	OFM	3 years after completion of audit	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 audit	Destroy when obsolete or superseded	GS51-08-03	
4	**FREE OR REDUCED PRICE MEAL APPLICATION** Applications for reduced-price or free meals in compliance with National School Lunch Act. **Revised: changed "lunch" to "meals" in description, and added reference to instructions.**	OPR	6 years after the last reimbursement based on the application	Destroy when obsolete or superseded	GS51-08-04	Federal audit requirements. Security of confidential information must be protected. Reference USDA National School Lunch Program and School Breakfast Program, Provisions 1, 2, and 3 - Fact Sheet, and 7CFR210.
5	**FREE OR REDUCED PRICE MEAL APPLICATION VERIFICATIONS** **New Series**	OFM	Federal fiscal year plus 3 years	Destroy when obsolete or superseded	GS51-08-15	
6	**HEALTH INSPECTIONS** Inspection of facility to ensure it meets federal and state standards. **New Series**	OFM	Primary copy held by local health district/department for 6 years after the close of the facility	Destroy when obsolete or superseded	GS51-08-14	
7	**MEAL AND MILK COUNT REPORTS AND DOCUMENTATION** Record of daily meals and milk served. Completed by kitchen and/or lunchroom servers. **Revised: Added reference to instructions.**	OFM	3 years after completion of audit	Destroy when obsolete or superseded	GS51-08-05	Reference 7 CFR 210.
8	**MEAL PRODUCTION RECORDS** Records of amount of food prepared and served to meet meal patterns. **New Series**	OFM	Federal fiscal year plus 3 years	Destroy when obsolete or superseded	GS51-08-13	

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For the Attorney General: Dean Bumbaugh For the State Auditor: Mark Rapozo The Honorable Antonio Sonny Hardfield

Records Category: FOOD SERVICES (Reference RCW 28A.235 and WAC 392-157)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	**MEAL TICKET/CREDIT LOG** Listing of meal tickets/credits issued, including number, date, name of purchaser, and/or recipient and amount paid. **Revised – Added "/CREDIT" to title and description.**	OFM	3 years after completion of audit	Destroy when obsolete or superseded	GS51-08-06	
10	**MEAL TICKETS** Prepaid meal tickets.	OFM	After completion of audit	Destroy when obsolete or superseded	GS51-08-07	
11	**MENUS** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-08-16	
12	**MONTHLY MEAL COUNT REIMBURSEMENT REPORT** Includes monthly meal count and edit checks as supporting documentation. **Revised: Added description.**	OPR	6 years	Destroy when obsolete or superseded	GS51-08-08	
13	**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	
14	**SITE HEALTH PERMIT** **Revised: Deleted description.**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-08-10	
15	**STOCK CONTROL RECORDS** Listing of food items, supplies, and commodities used for manual count of inventory on hand. May be used to complete the F-196 report. **Revised: Added last sentence to description.**	OFM	3 years after completion of audit	Destroy when obsolete or superseded	GS51-08-11	
16	**STOCK INVENTORY REPORT SUMMARY** Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices. May be used to complete the F-196 report. **Revised: Added last sentence to description.**	OFM	3 years after completion of audit	Destroy when obsolete or superseded	GS51-08-12	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Antonio Sonny Hardfield

Records Category: GRANT FUNDS MANAGEMENT AND PROGRAMS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	~~**FEDERAL GRANTS ISSUED – SUCCESSFUL APPLICATION ADMINISTRATION FILES**~~ ~~Documentation of grants and grant programs awarded by the federal government. 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.~~ **Deleted – Covered by "Grant Applications – Approved."**	~~OPR~~	~~3 years after completion of grant audit or retain for period required by grant program - potential archival value - **See remarks**~~	~~Destroy when obsolete or superseded~~	~~GS51-03C-06~~	~~For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.~~
2	**FINANCIAL SUPPORT DOCUMENTS FOR CONTINUING GRANTS** Working papers, such as summaries, spreadsheets, and other data reflecting the expenditures of grant funds. **Revised – Split from one series: "FINANCIAL SUPPORTING DOCUMENTS FOR CONTINUING AND NON-CONTINUING GRANTS," removed "after completion of grant audit" from primary copy retention, corrected CFR reference, and added instructions.**	OFM	3 years or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
3	**FINANCIAL SUPPORT DOCUMENTS FOR NON-CONTINUING GRANTS** Working papers, such as summaries, spreadsheets, and other data reflecting the expenditures of grant funds. **Revised – Split from one series: "FINANCIAL SUPPORTING DOCUMENTS FOR CONTINUING AND NON-CONTINUING GRANTS," removed "after completion of grant audit" from primary copy retention, corrected CFR reference, and added instructions.**	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Hon. Attorney Gerry Handfield

Records Category: GRANT FUNDS MANAGEMENT AND PROGRAMS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
4	**GRANT AGREEMENT** Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee. **New Series**	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
5	**GRANT APPLICATIONS (APPROVED)** Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work. **New Series**	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
6	**GRANT APPLICATIONS (NOT APPROVED)** **Revised – Changed title from 'GRANT APPLICATIONS DENIED," and deleted description.**	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
7	**GRANT FUNDS FINAL EXPENDITURE REPORT** End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants. **Revised – Added "GRANT FUNDS" to beginning of title, and revised instructions – updated CFR reference and added note.**	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks.** Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Hanfield

Records Category: GRANT FUNDS MANAGEMENT AND PROGRAMS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	**GRANT FUNDS WARRANT, CHECK, OR VOUCHER REGISTERS** Numerical listings of checks, warrants and vouchers from transactions involving grant funds. **Revised – Added "GRANT FUNDS" to beginning of title.**	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	
9	**GRANT FUNDS WARRANTS, CHECKS, AND VOUCHERS** **New Series**	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	
10	**GRANT PROGRAM ANNUAL FINANCIAL STATUS REPORTS** Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year. **Revised – Changed title from "ANNUAL FINANCIAL STATUS REPORTS," revised primary copy retention from "3 years after completion of grant audit or…," and revised instructions – updated CFR reference and added note.**	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - **See remarks**	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
11	**GRANT PROGRAM STATISTICAL DOCUMENTATION** **New Series**	OFM	3 years after audit of grant expenditures – potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Raposo — The Honorable Jerry Handfield

Records Category: GRANT FUNDS MANAGEMENT AND PROGRAMS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
12	**GRANT PROJECT REPORTS** Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports. **Revised – Changed title from "PROGRAMS OR CATEGORICAL PROGRAM FILES," revised primary copy retention from "6 years or for period required by program," changed designation from OFM, revised instructions – updated CFR reference and added note to remarks.**	OPR	3 years from the date of submission of the final expenditure report, or retain for period required by grant program – potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84.85 (c) (2). If any litigation, claim, or audit commences before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives Branch.
13	**NON-FEDERAL AND/OR NON-STATE GRANTS ISSUED – SUCCESSFUL APPLICATION ADMINISTRATION FILES** Documentation of grants and grant programs awarded by non-governmental entities. 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	Destroy when obsolete or superseded	GS51-03C-14	
14	**STATE GRANTS ISSUED – SUCCESSFUL APPLICATION ADMINISTRATION FILES** Documentation of grants and grant programs awarded by the State. 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 program	Destroy when obsolete or superseded	GS51-03C-15	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Handfield

Records Category: GRANT FUNDS MANAGEMENT AND PROGRAMS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
15	**SURVEY OF PARENTS OR GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874) – ELIGIBLE**	OPR	5 years after receipt of final payment – **See remarks**	Destroy when obsolete or superseded	GS51-03C-16	Reference 30 CFR 356.222.41.
16	**SURVEY OF PARENTS OR GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874) – NOT ELIGIBLE**	OFM	Retain until submittal of the application	Destroy when obsolete or superseded	GS51-03C-17	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Hon. Attorney Gerry Handfield

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**GENERATOR DANGEROUS WASTE ANNUAL REPORT** (To Department of Ecology) Summary of hazardous waste removal. **ESSENTIAL RECORD- Needs security microfilm backup - See remarks.**	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. **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.** **Revised: Changed "WASTE" to "MATERIALS" in title.**	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. **ESSENTIAL RECORD - Needs security microfilm backup -See remarks.**	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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Secretary Sharon Hanshaw

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
4	**HAZARDOUS MATERIALS DISPOSAL RECORDS AND/OR CERTIFICATE OF DESTRUCTION** Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc. **ESSENTIAL RECORD – Needs security microfilm backup – See remarks.** **New Series**	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.
5	**HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	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.
6	**HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.** **Revised: Changed designation from OFM.**	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.
7	**HAZARDOUS MATERIALS INVENTORY SHEET** List of chemicals and other hazardous materials present in each work area. **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Handfield

Records Category: HAZARDOUS MATERIALS ADMINISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	**HAZARDOUS MATERIALS MANAGEMENT PLAN** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	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.
9	**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. **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.**	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.
10	**MATERIALS SAFETY DATA SHEET (MSDS)** **ESSENTIAL RECORD - Needs security microfilm backup -See remarks.** **Revised: Changed designation from OFM, changed retention from "Destroy when obsolete or superseded, and added reference to instructions.**	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	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.
11	**NOTIFICATION OF DANGEROUS WASTE ACTIVITY** **New Series**	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	

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Records Category: HAZARDOUS MATERIALS ADMINISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
12	**PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks.** **Revised: Changed title from "EMPLOYEE ASBESTOS PHYSICAL EXAMINATION," changed primary copy retention from "50 years," and added reference to instructions.**	OPR	Termination of employment plus 30 years - **See remarks**	Destroy when obsolete or superseded	GS50-19-01	Reference WAC 296-62-05207 for retention period. 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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Handfield

Records Category: HEALTH SERVICES (Reference RCW 4.16.350 and RCW 28A.210.260)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
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	Destroy after 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	Destroy after 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 – **See remarks**	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	Destroy after data is transferred to Student Health Card or Folder	Destroy when obsolete or superseded	GS51-09-06	
7	**MEDICATION ADMINISTRATION DAILY LOG** A chronological listing of the dosages administered. **Revised: Changed primary copy retention from "8 years after last entry."**	OPR	8 years after last dose administered – **See remarks**	Destroy when obsolete or superseded	GS51-09-08	Reference RCW 4.16.350 and RCW 28A.210.260.
8	**MEDICATION/HEALTH PROCEDURES ADMINISTRATION CASE FILES** Includes physician/parent/guardian authorization for medication/health procedures administration and account of number and dosages administered. **Revised: Added "/HEALTH PROCEDURES" to title, description, and primary copy retention, and added reference to RCW 28.210.290 to instructions.**	OPR	8 years after last dose/procedure administered – **See remarks**	Destroy when obsolete or superseded	GS51-09-07	Reference RCW 4.16.350, RCW 28A.210.260, and RCW 28.210.290

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Jerry Hanefeld

Records Category: HEALTH SERVICES (Reference RCW 4.16.350 and RCW 28A.210.260)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
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	Reference RCW 4.16.350 and RCW 28A.210.260.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Hon. Attorney Gary Handfield

Records Category: HISTORICAL MATERIALS

This category has been revised to add Disposition Authority Numbers, retention periods, etc. Some of these series are also located in other appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ANNUAL HIGH SCHOOL REPORT FOR STANDARDS AND ACCREDITATION**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-05-10	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.
2	**COURSE DESCRIPTION CATALOGS**	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-06A-19	
3	~~**GRADUATING 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 other historical purposes.~~ **Series Deleted – Covered by HISTORICAL MATERIALS AND ARTIFACTS THAT SHOULD BE RETAINED FOR COMMEMORATIVE EVENTS AND DISPLAYS"**	~~OFM~~	~~Destroy when obsolete or superseded~~	~~Destroy when obsolete or superseded~~	~~GS51-06F-02~~	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Hanfield

Records Category: HISTORICAL MATERIALS

This category has been revised to add Disposition Authority Numbers, retention periods, etc. Some of these series are also located in other appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD: PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	MINIMUM RETENTION PERIOD: SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4	**HISTORICAL MATERIALS AND ARTIFACTS THAT SHOULD BE RETAINED FOR COMMEMORATIVE EVENTS AND DISPLAYS** May include but is not limited to: Award Lists Baccalaureate & Commencement Programs Banners Class Activities Materials Cumulative Class Rank Dedication Programs Diploma Order Lists Exhibits Final Grade point Graduation Lists Honor Roll Lists Posters Sample Uniforms Trophies Other School Related Artifacts **New Series**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-01-52	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Schools are encouraged to save these records for class reunions, etc.
5	**MASTER FILE OF DISTRICT PUBLICATIONS** **Revised – Changed title from "District Publications."**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-04	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	**REPORT OF EVALUATION OF ACCREDITATION**	OPR	PERMANENT – 1 copy potential archival value **– See remarks**	Destroy when obsolete or superseded	GS51-05-11	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.
7	**SCHOOL BULLETINS AND NEWSPAPERS**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS51-06F-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: HISTORICAL MATERIALS

This category has been revised to add Disposition Authority Numbers, retention periods, etc. Some of these series are also located in other appropriate categories.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	~~**SCHOOL HISTORY MATERIAL**~~ ~~Includes dedication programs, evaluations, letter awards, photographs, scrapbooks, banners, trophies, etc.~~ **Series Deleted – Covered under "HISTORICAL MATERIALS AND ARTIFACTS THAT SHOULD BE RETAINED FOR COMMEMORATIVE EVENTS AND DISPLAYS."**	~~OFM~~	~~Destroy when obsolete or superseded - potential archival value - **See remarks**~~	~~Destroy when obsolete or superseded~~	~~GS51-06B-07~~	~~Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.~~
9	**STATEMENTS OF GRADUATION REQUIREMENTS**	OPR	PERMANENT – 1 copy potential archival value **– See remarks**	Destroy when obsolete or superseded	GS51-05-13	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.
10	**STUDENT HANDBOOK**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-06F-04	
11	**YEAR BOOK/ANNUAL**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS51-06F-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Handfield

GENERAL RECORDS RETENTION SCHEDULE FOR
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS

Records Category: HOME-BASED INSTRUCTION (Reference RCW 28A.200)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**LIST OF SERVICES PROVIDED BY THE SCHOOL DISTRICT**	OPR	6 years	Destroy when obsolete or superseded	GS51-09A-01	
2	**LIST OF STUDENTS PARTICIPATING IN HOME BASED INSTRUCTION** **Revised- Changed title from "List of students."**	OPR	6 years	Destroy when obsolete or superseded	GS51-09A-02	
3	**NOTICE OF TRANSFER OF HOME-BASED STUDENT TO DISTRICT** Documents the transfer of home-based students back to district schools.	OFM	File in Student Cumulative Records	Destroy when obsolete or superseded	GS51-09A-03	
4	~~**PARENT / GUARDIAN CURRICULUM WAIVERS**~~ **Series Deleted – Duplicated from "CURRICULUM/INSTRUCTION" category.**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-09A-04~~	
5	**PARENT / GUARDIAN DECLARATION OF INTENT** Annual statement of intent by parent / guardian to provide full-time or part-time home schooling for an individual student.	OPR	3 years	Destroy when obsolete or superseded	GS51-09A-05	
6	**PLACEMENT / EVALUATION TEST RESULTS FOR STUDENTS ENTERING DISTRICT FROM HOME-BASED INSTRUCTION**	OFM	2 years after graduation or withdrawal	Destroy when obsolete or superseded	GS51-09A-06	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003
HISTORICAL MATERIALS
S-54

For the Attorney General: Brian Buchholz

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ACCIDENT CLAIMS FOR DAMAGES FILED EITHER AGAINST THE DISTRICT BY OTHER PARTIES, OR BY THE DISTRICT AGAINST OTHER PARTIES** Includes vehicle accidents. **Revised – Removed "INJURY" from title, and changed primary copy retention from "Settlement plus 6 years."**	OPR	Claim closed plus 6 years	Destroy when obsolete or superseded	GS50-06C-12	
2	~~**ACCIDENT/INCIDENT REPORTS – STUDENT**~~ **Series deleted – covered under "REPORT OF INDUSTRIAL INJURY OR OCCUPATIONAL DISEASE," and "INCIDENT CLAIM REPORTS BY EMPLOYEES OR STUDENTS."**	~~OPR~~	~~Age 21 or 3 years after accident/injury, whichever is longer~~	~~3 years~~	~~GS51-06C-04~~	~~If records are not readily separable, a blanket retention period of 20 years is recommended.~~
3	**APPROVAL FOR USE OF PRIVATE VEHICLES FOR SCHOOL TRANSPORTATION** **Revised – Changed primary copy retention from "6 years."**	OPR	Destroy after 6 years, or if accident/incident occurs, after age 21, or 3 years after accident/incident, which ever is longer	Destroy when obsolete or superseded	GS51-06C-05	
4	**AUDIOMETRIC TEST RECORDS** **New Series**	OFM	Retain for the duration of the affected employee's employment – **See remarks**	Destroy when obsolete or superseded	GS51-05D-10	Reference WAC 296-62-09041 (4b).
5	**CERTIFICATES OF INSURANCE** Insurance from outside sources. Provides protection to district in case of incident/ accident during event/activity. **New Series**	OFM	Expiration of certificate plus 3 years	Destroy when obsolete or superseded	GS51-05C-32	
6	**CLAIMS COSTS REPORTS OR STATEMENTS** Compilation of costs of processing claims against self-insured liabilities. **Revised – Changed title from "REPORTS OR STATEMENTS OF CLAIMS COSTS."**	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	**DISASTER/EMERGENCY MANAGEMENT PLAN** **ESSENTIAL RECORD - Needs security microfilm backup - See remarks** **Revised – Changed primary copy retention from PERMANENT.**	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.
8	**EMPLOYER'S QUARTERLY REPORT FOR INDUSTRIAL INSURANCE (WORKER'S COMPENSATION)** **Revised – Changed title from "COMPENSATION QUARTERLY REPORTS."**	OFM	Department of Labor and Industries retains primary copy 6 years	Retain 1 copy for 3 years. All other copies, destroy when obsolete or superseded	GS50-06C-06	
9	**FACILITY SAFETY INSPECTION HISTORY RECORDS** Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each district facility. **Revised – Added "SAFETY" to title, and removed "or sale" and "plus 10 years" from primary copy retention.**	OFM	Disposition of facility	Destroy when obsolete or superseded	GS50-06C-08	
10	**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLAIMS** Federal claims made following disasters. **New Series**	OPR	Claim closed plus 6 years	Destroy when obsolete or superseded	GS50-06C-32	
11	**FIDELITY AND SURETY COVERAGE BONDS**	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
12	**FIELD TRIP AUTHORIZATION BY PARENT/GUARDIAN** **Revised – Changed title from "PARENT/ GUARDIAN FIELD TRIP AUTHORIZATION"**	OPR	6 years	Destroy when obsolete or superseded	GS51-06C-31	
13	**FIRE ALARM APPLICATION**	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	
14	**FIRE AND OTHER EMERGENCY DRILL REPORTS**	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
15	~~**FIRE INSPECTION REPORT**~~ **Series deleted – Covered under "INSURANCE, SAFETY AND FIRE INSPECTION REPORTS."**	~~OPR~~	~~Termination of policy plus 6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-06C-14~~	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
16	**HOLD HARMLESS AGREEMENTS**	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	
17	**INCIDENT REPORTS FILED BY EMPLOYEES OR STUDENTS** **Revised – Changed title from "ACCIDENT/ INJURY REPORTS – STUDENT," changed from OPR, changed primary copy retention from Age 21 or 3 years after accident/injury, whichever is longer, changed secondary copy retention from 3 years, and removed "If records are not readily separable, a blanket retention period of 20 years is recommended."**	OFM	Incident resolved plus 2 years	Destroy when obsolete or superseded	GS50-06C-03	
18	**INDUSTRIAL INSURANCE CLAIM LOG**	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
19	**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	
20	**INSURANCE POLICIES PURCHASED** Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the district. **ESSENTIAL RECORD - Needs security backup - See remarks.**	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.
21	**INSURANCE POLICY CERTIFICATES** **ESSENTIAL RECORD – Needs security microfilm backup – See remarks** **Revised – Changed title from "CERTIFICATES OF INSURANCE," increased primary copy retention from "6 years," and added Essential Record statement.**	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.

Approved as revised by the Local Records Committee: MARCH 27th, 2003

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
22	**INSURANCE WAIVERS**	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
23	**INSURANCE, SAFETY AND FIRE INSPECTION REPORTS** **Revised – Changed primary copy retention from "Termination of policy plus 6 years."**	OFM	Violation corrected plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
24	**MONTHLY STATEMENT OF BENEFITS PAID**	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
25	**NOISE EXPOSURE REPORTS** **New Series**	OFM	2 years– **See remarks**	Destroy when obsolete or superseded	GS50-06C-29	Reference WAC 296-62-09041 (4a).
26	**OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY**	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
27	**PENALTY ASSESSMENT NOTIFICATION** **Revised – Changed title from "NOTIFICATION OF PENALTY ASSESSMENT."**	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
28	**REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES** Bulletins, pamphlets, notices, posters, etc.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
29	**REPORT OF INDUSTRIAL INJURY OR OCCUPATIONAL DISEASE** Accident claim reports for employees and students of districts either insured by Labor & Industries or self-insured. **Revised – Changed title from "ACCIDENT/INJURY REPORTS – EMPLOYEES – INSURED BY LABOR AND INDUSTRIES OR NOT REPORTABLE TO LABOR AND INDUSTRIES," changed from OPR, changed primary copy retention from Settlement plus 6 years, and changed secondary copy retention from Destroy when obsolete or superseded.**	OFM	LABOR & INDUSTRIES RETAINS: For compensable claims – claim closed plus 75 years For non-compensable claims – claim closed plus 10 years	For 1 copy, retain as follows:: For compensable claims – claim closed plus 10 years For non-compensable claims – claim closed plus 5 years For all other copies: Destroy when obsolete or superseded	GS50-06C-02	
30	**RESPIRATOR FIT TEST RECORDS** **New Series**	OFM	Destroy after next test administered– **See remarks**	Destroy when obsolete or superseded	GS51-05D-07	Reference WAC 296-62-07194 (3).
31	**RESPIRATOR PROGRAM FILES** **New Series**	OFM	Destroy when obsolete or superseded– **See remarks**	Destroy when obsolete or superseded	GS51-05D-08	Reference WAC 296-62-07194 (4).

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: INSURANCE/RISK MANAGEMENT/SAFETY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
32	**RISK DATA** Information compiled on the costs, liability for risks to which the district is exposed, and the allocation of expense required to support the risk management program. **New Series**	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
33	**SAFETY COMMITTEE MINUTES** **New Series**	OFM	6 years	Destroy when obsolete or superseded	GS51-05D-09	
34	~~**SAFETY INSPECTION, STATE NOTICE AND CITATION**~~ **Series deleted – Covered under "FACILITY SAFETY INSPECTION HISTORY RECORDS."**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-05D-05~~	
35	**SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS – NON-COMPENSABLE** **New Series**	OFM	Labor and Industries retains 10 years after close of claim	Retain 1 copy for 5 years after close of claim. For all other copies, destroy when obsolete or superseded	GS50-06C-31	
36	**SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS – COMPENSABLE** **Revised – Changed title from "Worker's Compensation and Employee Liability Claims," changed primary copy retention from "Department of Labor and Industries retains primary copy – PERMANENT, changed secondary record copy from "Last payment plus completion of audit," and removed remarks.**	OPR	Labor and Industries retains 75 years after close of claim	Retain 1 copy for 10 years after close of claim. For all other copies, destroy when obsolete or superseded	GS50-06C-27	
37	**SELF-INSURED EMPLOYER CERTIFICATION** **Revised – Changed title from "CERTIFICATION OF EMPLOYER AS SELF-INSURER," and added "plus 2 years" to secondary copy retention.**	OFM	Department of Labor and Industries retains primary copy - Termination plus 6 years	Retain 1 copy until certification withdrawn or surrendered plus 2 years. For all other copies, destroy when obsolete or superseded	GS50-06C-05	
38	**WORKPLACE HAZARD ASSESSMENT CERTIFICATION** **New Series**	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

GENERAL RECORDS RETENTION SCHEDULE FOR
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS

Records Category: LEGAL COUNSEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ATTORNEY GENERAL OPINIONS** **New Series**	OFM	Attorney General retains - PERMANENT	Destroy when obsolete or superseded	GS53-02-01	
2	**BOND PROJECT FILES** Contract, correspondence, and other legal documents for bond projects (conduit and non-conduit). **New Series**	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3	**LEGAL ISSUES/ADVICE FILES** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4	**LEGAL OPINIONS** Official interpretations made by district attorney regarding questions of legal rights or liabilities affecting the district or any of its departments and offices.	OPR	PERMANENT - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS53-02-03	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 district against another party or defense of the district and/or district employee against suit by another party. **Revised – Added "CASE" to title.**	OFM	Case closed plus 10 years **– See remarks**	Destroy when obsolete or superseded	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of the Superior Court, or for case closed plus 10 years by the District or Municipal Court Administrator.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003
LEGAL COUNSEL
S-60

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Antonio Sonny Hargfield

Records Category: LIBRARY/MEDIA RESOURCE CENTERS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**CATALOG OF LIBRARY MEDIA COLLECTIONS** **ESSENTIAL RECORD - Needs security backup - See remarks.** **Revised – Added "OF LIBRARY MEDIA COLLECTIONS" to Title, and added WAC reference to instructions.**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-06C-01	Reference WAC 180-46-015 for collection definition. 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 district.
2	**CIRCULATION DOCUMENTATION** **Revised – Removed "LEARNING RESOURCE CENTER" from title.**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-06C-02	
3	**LOSS REPORT**	OPR	6 years	Destroy when obsolete or superseded	GS51-06C-04	
4	**SHELF LIST / INVENTORIES AND TEXTBOOK SHELF LIST** **Revised – Removed "LEARNING RESOURCE CENTER" from title.**	OFM	Until superseded plus after completion of audit	Destroy when obsolete or superseded	GS51-06C-03	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Hon. Attorney Gerry Handfield

Records Category: MAIL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
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	**PRIVATE GROUND DELIVERY REGISTER** **Revised – Changed title from "UPS REGISTER"**	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	
8	**SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING**	OFM	3 years	Post office retains other copies	GS50-06D-07	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Handfield

GENERAL RECORDS RETENTION SCHEDULE FOR
SCHOOL DISTRICTS AND EDUCATIONAL SERVICE DISTRICTS

THE DISTRICT MUST BE AWARE THAT IT IS RESPONSIBLE FOR PROVIDING INFORMATION FOR THE DEPARTMENT OF RETIREMENT SYSTEM'S AUDITS OF EMPLOYEE PAY HISTORY. THIS INFORMATION INCLUDES HOURS WORKED AND GROSS PAY PER CALENDAR MONTH FOR THE ENTIRE TERM OF EACH EMPLOYEE'S EMPLOYMENT WITH THE DISTRICT. SUCH INFORMATION MUST BE RETAINED FOR AT LEAST 60 YEARS. CHOICE OF RECORDS SERIES FOR LONG-TERM VERIFICATION OF RETIREMENT ELIGIBILITY SHOULD BE CONFIRMED WITH THE STATE DEPARTMENT OF RETIREMENT SYSTEMS. CHOSEN RECORDS SERIES MAY BE RETAINED ON MICROFILM INSTEAD OF HARD COPY.

Records Category: PAYROLL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**AUTHORIZATION FOR PAYROLL DEDUCTIONS**	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
2	**BENEFIT DETAIL REPORTS**	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	**DIRECT PAYROLL DEPOSIT AUTHORIZATION**	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05	
5	**DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION**	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06	
6	**DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA**	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07	
7	**DIRECT PAYROLL DEPOSIT HASH SHEET**	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	
8	**DIRECT PAYROLL DEPOSIT PRE-NOTE DATA**	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	
9	**DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
10	**DISABILITY, HEALTH, AND WELFARE CLAIMS - PAYROLL**	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	
11	~~**EMPLOYEE EARNINGS QUARTERLY REPORTS**~~ **Series Deleted – Covered under Internal Revenue Service (IRS) Forms.**	~~OFM~~	~~4 years~~	~~Destroy when obsolete or superseded~~	~~GS50-03E-12~~	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Scribbick | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Hanfield

Records Category: PAYROLL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
12	**INDIVIDUAL EMPLOYEE PAY HISTORY** May be used for verification of eligibility for retirement benefits. **ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – See remarks.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	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 storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
13	**INTERNAL REVENUE SERVICE (IRS) RECORDS** 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification **New Series – Combines all IRS forms.**	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
14	**LABOR AND INDUSTRIES REPORT ON PAYROLL**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	
15	**LEAVE BUY-BACK ELECTION/ ACCEPTANCE FORMS** **Revised – Added "ACCEPTANCE" to title.**	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
16	**LEAVE SHARING AUTHORIZATION**	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	
17	**LISTINGS OF PAYROLL DEDUCTIONS**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-19	
18	**MEDICAL INSURANCE REPORTS - PAYROLL**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	
19	**OLD AGE SECURITY INSURANCE (OASI) REPORTS**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	

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For the Attorney General: Dean Scribbick | For the State Auditor: Mark Rapoza | The Hon. Attorney Gary Handfield

Records Category: PAYROLL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
20	**PAYROLL OR EXPENSE CHECKS LOG/SHEET** Log or sheet that is signed by person picking up payroll or expense checks. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	
21	**PAYROLL REGISTER** May be used for verification of eligibility for retirement benefits. **ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – See remarks.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	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 storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
22	~~**PAYROLL STATUS SHEETS FOR DISTRICTS USING EMPLOYEE PAYROLL STATUS INSTEAD OF TIME SHEETS**~~ **Series Deleted – Covered under "Time Cards/Time Sheets."**	~~OFM~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-03E-27~~	
23	**PAYROLL STATUS SHEETS FOR DISTRICTS NOT USING PERSONNEL ACTION REQUEST FORMS**	OFM	Destroy after completion of audit	Destroy when obsolete or superseded	GS51-03E-28	
24	**PAYROLL STATUS SHEETS FOR DISTRICTS USING PERSONNEL ACTION REQUEST FORMS**	OFM	Until data entered and verified	Destroy when obsolete or superseded	GS51-03E-26	
25	**RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES**	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
26	**STATE DEPARTMENT OF RETIREMENT SYSTEMS APPLICATIONS AND REPORTS** Includes application for eligibility for retirement. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-29	
27	**STATE EMPLOYEES RETIREMENT TRANSMITTAL**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	

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For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Handfield

Records Category: PAYROLL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
28	~~**SUBSTITUTE TIME REPORT**~~ **Deleted series – Covered under "SUPPORTING DOCUMENTS AND REPORTS – PAYROLL."**	~~OFM~~	~~Destroy after completion of audit~~	~~Destroy when obsolete or superseded~~	~~GS51-02-28~~	
29	**SUPPORTING DOCUMENTS AND REPORTS - PAYROLL** Documentation of status of and adjustments to payroll accounts. Includes substitute time reports. **Revised – Added "Includes substitute time reports" to description, and "or Destroy after completion of audit" to primary copy retention.**	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-25	
30	**TIME CARDS/TIME SHEETS** Daily, weekly, or monthly time accumulation reports. May be used as retirement verification. **ESSENTIAL RECORD if used for retirement verification – Needs security microfilm backup – See remarks.** **Revised – Changed title from "DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS), and added to description.**	OPR OFM	If used for retirement verification – 60 years If NOT used for retirement verification – 3 years **See remarks**	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 storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Handfield

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM & 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** **ESSENTIAL RECORD - Needs security backup - See remarks**	OPR	Destroy after superseded plus 6 years - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04C-03	Contact your Regional Archivist. 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** **Revised – Added "AFFIRMATIVE ACTION" to title and increased primary copy retention from 5 years.**	OFM	6 years - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04C-06	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5	**APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
6	**BENEFITS STUDIES AND SURVEYS**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04D-01	
7	**COLLECTIVE BARGAINING AGREEMENTS** **ESSENTIAL RECORD - Needs security backup -- See remarks.**	OPR	Termination plus 6 years - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04E-01	Contact your Regional Archivist. 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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Hon. Antonio Sonny Hartfield

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	**COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES** **Revised – Changed "UNION" to "COLLECTIVE BARGAINING" in title.**	OFM	Until approval of negotiated agreement	Destroy when obsolete or superseded	GS50-04E-04	
9	**COLLECTIVE BARGAINING UNIT ARBITRATION FILES** Case histories of disputes between district and collective bargaining unit settled through arbitration. **New Series**	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-04E-06	
10	**COLLECTIVE BARGAINING UNIT ORGANIZATION LISTS**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	
11	**CUMULATIVE LEAVE RECORD**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
12	**DRUG TEST RESULTS (DISTRICT EMPLOYEES)** **New Series**	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
13	**EMPLOYEE & VOLUNTEER FINGERPRINT LIST** Listings of newly hired employees fingerprinted for criminal background checks. Reviewed and verified by OSPI.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	
14	**EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR'S 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. **New Series**	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-28	
15	**EMPLOYEE ASSISTANCE PROGRAM CASE FILES** Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan. **New Series**	OPR	8 years after last treatment or session	Destroy when obsolete or superseded	GS50-04A-06	Reference RCW 4.16.350 (3).

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For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Secretary Henderson

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
16	**EMPLOYEE ASSISTANCE PROGRAM FILES** Quarterly reports, contracts, RFPs. **New Series**	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
17	**EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS** Includes insurance, deferred compensation, health care, etc. **ESSENTIAL RECORD - Needs security backup - See remarks**	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.
18	**EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS** **ESSENTIAL RECORD - Needs security backup - See remarks**	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.
19	**EMPLOYEE CONTRACTS – FINAL** Includes riders issued. **Revised – Added "Termination of employment" to primary copy retention.**	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-12	
20	**EMPLOYEE CONTRACTS – SUPERSEDED** Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	
21	**EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS** **Revised – Changed "DISCIPLINARY" to "CORRECTIVE ACTION" in title added "or destroy according to provisions of collective bargaining contracts and agreements" to primary copy retention, and added note to remarks column.**	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	Note: Not withstanding provisions of collective bargaining contracts and agreements, it may be advisable to retain this documentation in Personnel/Employee History File until termination of employment plus 6 years.
22	**EMPLOYEE DIRECTORY/ROSTER** **Revised – Added "/ROSTER" to title.**	OFM	Destroy when obsolete or superseded – potential archival value – **See remarks**	Destroy when obsolete or superseded	GS50-04B-14	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

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Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
23	**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. **New Series**	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
24	~~**EMPLOYEE HISTORY FILES**~~ **Series Deleted – Covered under "PERSONNEL/ EMPLOYEE HISTORY FILES.**	~~OFM~~	~~Termination of employment plus 6 years – **See remarks**~~	~~Destroy when obsolete or superseded~~	~~GS50-04B-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.~~
25	**EMPLOYEE MEDICAL/EXPOSURE RECORDS** A record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician. **New Series**	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-30	Reference WAC 296-62-05205, 05207, and 296-62-07375.
26	**EMPLOYEE SUGGESTION PROGRAM FILES** Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files. **New Series**	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
27	**EMPLOYMENT INTERVIEW EVALUATION FILES**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
28	**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	
29	**EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS**	OPR	Resolution plus 6 years - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04C-04	Contact your Regional Archivist. 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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Scribbick | For the State Auditor: Mark Rapoza | The Honorable Jerry Handfield

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
30	**EQUAL EMPLOYMENT OPPORTUNITY INQUIRY (EEO)**	OFM	3 years	Destroy when obsolete or superseded	GS51-04C-02	
31	**EQUAL EMPLOYMENT OPPORTUNITY REPORTS** **Revised – Increased primary copy retention from 2 years, and added CFR Reference to Remarks Column.**	OFM	3 years	Destroy when obsolete or superseded	GS51-04C-05	Reference 29CFR1602.41.
32	**GRIEVANCES AND APPEALS – PERSONNEL**	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
33	**HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS** **ESSENTIAL RECORD - Needs security backup - See remarks** **Revised – Spelled out HBV and HIV in title, added "Termination of Employment" to primary copy retention, and added CFR reference to Remarks Column.**	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.
34	**IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES** Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees. **New Series**	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
35	**JOB ANNOUNCEMENTS OR POSTINGS**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
36	**JOB DESCRIPTIONS** Current statement of qualifications, responsibilities, and duties of each individual position. **Revised - Changed description from "Duties and qualifications necessary for each job."**	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-05	

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For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Antonio Sonny Hargfield

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
37	**LISTING OF PARTICIPANTS COVERED BY DISTRICT HEALTH INSURANCE PROVIDERS** Report submitted monthly to the district by the provider. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
38	**MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID**	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
39	**PERSONNEL/EMPLOYEE HISTORY FILES** May include but is not limited to: application for employment when hired; start of employment, identification; oaths of officials elected and appointed; bonds of officials elected and appointed; evaluation reports on job performance; criminal history, background checks and investigations; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards, raises, retirement or disability resulting in employment termination; evaluation of applications of recognition of non-college credit courses. **ESSENTIAL RECORD – Needs security backup – See remarks** **Revised – Combined with Employee History Files, changed wording in description and added first paragraph to instructions.**	OFM	Termination of employment plus 6 years- **See remarks**	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.
40	**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	
41	**POSITION DESCRIPTION HISTORY FILES** A history of positions, classifications, and corresponding job descriptions as positions are revised. Serves as a writing aid for the development of future positions. **New Series**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	

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For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Hanfield

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
42	**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. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-22	
43	**REQUESTS FOR LEAVE/OVERTIME** **Revised – Added "/OVERTIME" to title.**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
44	**SALARY SCHEDULE - EMPLOYEE** **New Series**	OFM	Destroy when superseded plus 6 years - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-04A-07	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
45	**SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-31	
46	**TEMPORARY DISTRICT WORKER ACCOUNTS** Tracks temporary district workers hired using original request forms moved to individual departments. **New Series**	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	
47	**UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES**	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	
48	**VOLUNTEER APPLICATIONS – NOT ACCEPTED OR INELIGIBLE** **New Series**	OFM	Application denied plus 1 year	Destroy when obsolete or superseded	GS50-04B-24	

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For the Attorney General: Dean Scribbick | For the State Auditor: Mark Rapoza | The Hon. Antonio Sonny Hendfield

Records Category: PERSONNEL

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
49	**VOLUNTEER FILES** Documents work service of individual volunteers. Includes application. **ESSENTIAL RECORD - Needs security backup - See remarks** **Revised – Changed "history to "service" in description, added "Includes application" to description, and "employment" to "service" in primary copy retention.**	OPR	Termination of volunteer service 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.
50	**WHISTLEBLOWER INVESTIGATION REPORTS** District copies of investigations of allegations of fraud or violations of state laws or regulations. **New Series**	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	
51	**WORK ASSIGNMENT RECORD, SCHEDULE OR LOG** Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	

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For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Raposo — The Honorable Jerry Hanefeld

Records Category: PUBLIC INFORMATION/COMMUNITY RELATIONS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**BIOGRAPHICAL FILES**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-01	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2	**DESCRIPTIVE GUIDE TO SCHOOL DISTRICT ADMINISTRATION AND BUILDINGS** **Revised – Changed "STAFFING" to "BUILDINGS" in title.**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-05-05	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.
3	**GRADUATING CLASS HISTORY FILE** **New Series**	OFM	Destroy when obsolete or superseded – **See remarks**	Destroy when obsolete or superseded	GS51-06F-02	Schools are encouraged to save these records for class reunions, etc.
4	~~**HISTORICAL FILES OF THE DISTRICT**~~ **Delete series – Covered under "Historical Materials and Artifacts That Should Be Retained for Commemorative Events and Displays."**	~~OFM~~	~~Destroy when obsolete or superseded - 1 copy potential archival value - See remarks~~	~~Destroy when obsolete or superseded~~	~~GS50-06F-02~~	~~Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.~~
5	**INFORMATIONAL REPORTS COMPILED FOR DISTRICT USE**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
6	**MASTER FILE OF DISTRICT PUBLICATIONS**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-04	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
7	**NEWSPAPER CLIPPINGS**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Handfield

Records Category: PUBLIC INFORMATION/COMMUNITY RELATIONS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	**PHOTOGRAPHS, AUDIO/VISUAL MATERIAL** Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - **See remarks.**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-06	Contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
9	**PRESS RELEASES**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-07	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
10	**SCHOOL BULLETINS AND NEWSPAPERS** **New Series**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS51-06F-03	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
11	**SCRAPBOOKS AND ALBUMS**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-08	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
12	**SPEECHES**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS50-06F-09	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13	**STUDENT HANDBOOK** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-06F-04	
14	**TELEVISION/PHOTO RELEASE FORM**	OFM	Retain for current school year	Destroy when obsolete or superseded	GS51-01-52	
15	**YEAR BOOK/ANNUAL** **New Series**	OFM	Destroy when obsolete or superseded - potential archival value - **See remarks**	Destroy when obsolete or superseded	GS51-06F-05	Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Antonio Jerry Handfield

Records Category: PURCHASING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
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**	OFM	Destroy after completion of audit plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	
4	**CREDIT/DEBIT CHARGES** **Revised – Changed title from "DEBIT/CREDIT CHARGES"**	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
5	**DELIVERY RECEIPTS-INTERNAL**	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
6	**EQUIPMENT PARTS ORDERS**	OFM	3 years	Destroy when obsolete or superseded	GS51-06E-21	
7	**INVENTORY OF MATERIALS/ EQUIPMENT, CHANGES AND TRANSFERS**	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
8	**INVENTORY/YEAR-END REPORT**	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
9	**MATERIALS DISBURSEMENT PICK/ISSUE TICKETS** **Revised – Changed title to add "PICK/ISSUE TICKETS"**	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
10	**MATERIALS ORDERS/REQUISITIONS**	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	
11	**MATERIALS RECEIPTS**	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
12	**MATERIALS RECEIVING AND DISBURSEMENT REPORTS**	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
13	**PACKING SLIPS** **Revised – Changed primary retention from 3 years and added statement to instructions.**	OFM	Until confirmation of materials received*	Destroy when obsolete or superseded	GS50-08B-08	*May be retained in accounts payable.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Antonio Cerro Handfield

Records Category: PURCHASING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
14	**PRICE CHECKS AND INFORMAL QUOTATIONS**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	
15	**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	
16	**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	
17	**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	
18	**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	
19	**UNSUCCESSFUL BIDS AND PROPOSALS** Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
20	**WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS**	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
21	**WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS** **Revised – Changed title from "MINORITY AND WOMEN…", and added statement to instructions.**	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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Raposo — The Hon. Attorney Gary Handfield

Records Category: RECORDS MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**FILE CLASSIFICATION GUIDELINES** Guidelines for setting up a filing system by each record series function and retention requirements. **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	See Glossary for definitions of Primary, Secondary, and Tertiary Filing Classifications.
2	**GENERAL RECORDS RETENTION SCHEDULE** Records retention schedules approved by the Local Records Committee providing all districts with continuing authorization for the disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3	**INDIVIDUAL DISTRICT PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION** Continuing authority for the disposition of public records approved specifically for the district by the Local Records Committee, not covered by a general retention schedule series. **Revised – Added "INDIVIDUAL DISTRICT" to title, added "not covered by a general retention schedule series" to description, changed primary record copy retention from "6 years after superseded or 6 years after disposition of last records series listed on schedule," and secondary record copy from "Destroy when obsolete or superseded."**	OPR	Local Records Committee - PERMANENT	6 years after disposition of the last records series listed on the schedule	GS50-09-07	
4	**PUBLIC DISCLOSURE REQUEST FILES** Formal request submitted by individuals for access to district records. **Revised – Added "FILES" to end of title, reduced primary copy retention from 6 years, and added reference to instructions.**	OPR	Current year plus 1 year **- See remarks**	Destroy when obsolete or superseded	GS50-09-04	The Local Records Committee reduced the retention from 6 years per RCW 40.14.060 (b).
5	**PUBLIC DISCLOSURE REQUEST LOGS** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: RECORDS MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
6	**PUBLIC RECORDS DESTRUCTION AFFIDAVITS** Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by district representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
7	**PUBLIC 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	
8	**PUBLIC RECORDS DESTRUCTION LOG** **ESSENTIAL RECORD – Needs security backup – See remarks.** **Revised – Added Essential Record designation, and changed from OFM.**	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 district.
9	**RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES** **ESSENTIAL RECORD - Needs security backup - See remarks.** **Revised – Changed primary copy retention from "Destruction of last item listed plus 1 year."**	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 district.
10	**RECORDS RETENTION SCHEDULES - INTERNAL** Internal working schedules abstracted from approved unique records retention schedules and approved general records retention schedules. **Revised – Changed title from "INTERNAL RECORDS RETENTION SCHEDULES."**	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	
11	~~**RECORDS RETRIEVAL REQUEST (INTERNAL)**~~ **Deleted Series – Combined with "RECORDS CIRCULATION DOCUMENTATION."**	~~OFM~~	~~1 year~~	~~Destroy when obsolete or superseded~~	~~GS50-09-11~~	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Hanefeld

Records Category: RECORDS MANAGEMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
12	**RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION** Documentation of materials pulled from and/or returned to records storage center. **Revised – Combined "RECORDS RETRIEVAL REQUEST (INTERNAL)" with "RECORDS CIRCULATION DOCUMENTATION."**	OFM	Destroy after materials returned to records center	Destroy when obsolete or superseded	GS50-09-09	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Antonio Sonny Hartfield

Records Category: SECURITY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**INTRUSION ALARM REPORTS**	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
2	**RESTITUTION STATEMENT** Source document backup for billing. **Revised - Title changed from "STATEMENT FOR RESTITUTION."**	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-17	
3	**SECURITY ANNUAL REPORT** **Revised – Changed from OPR and changed primary copy retention from PERMANENT.**	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15	
4	**SECURITY PATROL LOG** **Revised – Primary copy retention reduced from 2 years.**	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-16	
5	**SIGN IN/OUT LOGS** Includes logs for students, substitute teachers, volunteers, and visitors.	OFM	3 years	Destroy when obsolete or superseded	GS51-01-45	
6	**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 periods.
7	**VANDALISM REPORTS** **Revised – Changed title from "VANDALISM/CRIMINAL CASE REPORTS." Criminal Case Reports are held by the law enforcement agency filing the report.**	OFM	3 years	Destroy when obsolete or suspended	GS50-06B-11	
8	**WEAPONS CONFISCATION LOG**	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Antonio Sonny Hartfield

Records Category: SKILLS CENTER (Reference RCW 28C.04 and RCW 28C.22)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	~~**COMPETENCY CERTIFICATE**~~ ~~Certificate awarded to students who complete a career specialties/occupations course of instruction through a skills center.~~ **Series Deleted – Certificate is awarded to student and the information is added to the High School Transcript.**	~~OPR~~	~~PERMANENT – Potential archival value – See remarks~~	~~Destroy when obsolete or superseded~~	~~GS51-10-01~~	~~Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.~~
2	**PATIENT CASE FILES** Records of health care/treatment given to patients provided as part of an instruction program through a skills center. **ESSENTIAL RECORD – Needs security backup – See remarks.** **Revised – Changed title from "DENTAL PATIENT CARDS," added description, changed primary copy retention from "8 years after last treatment," added Essential Record designations, and added RCW references to instructions.**	OPR	10 years after last visit of patient; written confirmation received from a patient's health care professional that "forwarded" records have been received; or patient reaches 21 years of age, whichever is longer – **See remarks**	Destroy when obsolete or superseded	GS51-10-02	Reference RCW 70.02. 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 locations of other copies inside or outside the district.
3	**SKILLS CENTER STUDENT TIME LOG/SHEET** Log/sheet recording a student's presence/absence in a skills center course. **Revised – Added "CENTER STUDENT" to title, and added description.**	OFM	Destroy after end of current school year	Destroy when obsolete or superseded	GS51-10-03	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Honorable Jerry Hanefeld

Records Category: SPECIAL EDUCATION STUDENT RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ADA (AMERICANS WITH DISABILITIES ACT) / REHABILITATION ACT OF 1973 SECTION 504 CLAIM AND ACCOMMODATION OR DENIAL FILES** **Revised – Added "OR DENIAL" to title and to primary copy retention.**	OPR	Completion or denial of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2	**REPORT FOR STUDENT NOT ASSIGNED TO THE SPECIAL EDUCATION PROGRAM** Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program. **Revised – Changed title from "SUMMARY ASSESSMENT REPORT FOR STUDENT NOT ASSIGNED TO THE SPECIAL EDUCATION PROGRAM," added description, changed primary copy retention from "3 years," and added WAC reference and paragraph to instructions.**	OFM	Determined ineligible plus 5 years	Destroy when obsolete or superseded	GS51-05I-04	Reference WAC 392-172-595. Federal audit requirements. Confidential information must be protected.
3	**SPECIAL EDUCATION STUDENT HISTORY FILE** Includes psychological and IQ test results, eligibility decision documentation, evaluation and other reports, I.E.P.s, correspondence, and other information regarding the student. **Revised – Changed description and revised primary retention from "Age 21 plus 6 years."**	OPR	Separation from program plus 6 years	Destroy when obsolete or superseded	GS51-05I-02	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Honorable Jerry Hanefeld

Records Category: SPECIAL EDUCATION STUDENT RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
4	**SPECIAL EDUCATION STUDENT HISTORY FILE DISPOSITION NOTICE RECORD** Record/Log of notices sent to the last known address of parents, guardians, and/or adult students, advising them of the opportunity to take possession of the file or any of its contents pending disposition by the district. – See Special and/or Disposition Instructions. **Revised – Changed description, revised retention from "7 years plus notification of parent/guardian," removed Suggested Procedures – Microfilm, and added WAC/CFR/FERPA references and note to instructions.**	OPR	6 years – **See remarks**	Destroy when obsolete or superseded	GS51-05I-03	Reference WAC 392-172-426, 34CFR300.573 and 574, and FERPA (Appendix B). NOTE: Notice MUST be sent to last known address of parent/guardian/adult student before destruction.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Hon. Attorney Gerry Handfield

Records Category: STAFF TRAINING AND DEVELOPMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**APPROVED IN-SERVICE EDUCATION** Clock hour credit activities.	OPR	7 years	Destroy when obsolete or superseded	GS51-04G-01	Reference WAC 180-85-205.
2	**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	
1.	**FIRST AID/CPR TRAINING DOCUMENTATION**	OPR	Destroy when superseded plus six years	Destroy when obsolete or superseded	GS51-01-22	
3	**LIST OF HIV AND HBV TRAINED EMPLOYEES**	OPR	30 years	Destroy when obsolete or superseded	GS51-04G-03	
4	**STAFF TRAINING, ASSISTANCE, AND REVIEW PROGRAM CASE FILES** Includes, but is not limited to, reports generated by teacher, mentor, or principal, narrative and checklist assessments, intervention forms for experienced teachers, program exit letter, contact log, and mutually agreed upon goals. **New Series**	OFM	Exit from program plus 5 years	Destroy when obsolete or superseded	GS51-04G-05	**NOTE:** The final report may be removed from the personnel file after 5 years upon request from the participant. It should also be noted that termination of employment is not a consequence of an unsuccessful exit from program.
5	**TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
6	**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	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapoza — The Honorable Jerry Hanefeld

Records Category: STUDENT ASSIGNMENT (Reference RCW 28A.225.225 and WAC 392-137)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**DISTRICT BOUNDARY EXCEPTIONS** **Revised – Changed title from "OUT OF DISTRICT BOUNDARY EXCEPTIONS/STUDENT RELEASES," and changed primary copy retention from Termination plus 6 years.**	OPR	Current school year plus 6 years	Destroy when obsolete or superseded	GS51-05J-02	
2	**NON-RESIDENT DISTRICT BOUNDARY EXCEPTION APPEALS** **Revised – Changed title from "APPEALS," changed primary copy retention from 3 years, and added references to instructions column.**	OPR	OSPI – Legal Services retains until case closed plus 10 years	Destroy when obsolete or superseded	GS51-05J-01	Reference RCW 28A.225.225 and 230, and WAC 392-137.
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 – STUDENT ASSIGNMENT**	OPR	Enrollment plus 2 years	Destroy when obsolete or superseded	GS51-05J-04	
5	**RESIDENT DISTRICT BOUNDARY EXCEPTION APPEALS** **New Series**	OPR	Resolution plus 3 years	Destroy when obsolete or superseded	GS51-05J-07	Reference RCW 28A.225.225 and 230, and WAC 392-137.
6	**SCHOOL ASSIGNMENT GUIDELINES**	OPR	Included in School Board Minutes and/or Resolutions	Destroy when obsolete or superseded	GS51-05J-05	
7	**STUDENT ASSIGNMENT CASE FILES** 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.

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Hanefeld

Records Category: STUDENT RECORDS (Reference WAC 392-185 and WAC 180-57)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**APPLICATION FOR CERTIFICATE OF EDUCATIONAL COMPETENCE** **Revised – Added retention to Secondary Record Copy, and added statement to instructions.**	OFM	Superintendent of Public Instruction: 3 months	Testing Center: Until award of certificate School Districts: Destroy when obsolete or superseded	GS51-05F-01	The State Board of Community and Technical Colleges administers GED Testing. Reference WAC 180-96 and WAC 131-48.
2	**AUTHORIZATION FOR RELEASE OF STUDENT RECORDS** **Revised - Changed retention from 3 years and added reference to FERPA.**	OPR	2 years after student graduates or withdraws	Destroy when obsolete or superseded	GS51-05F-02	Reference the Family Educational Rights and Privacy Act (FERPA) 99.32.
3	**CONFIDENTIAL REPORTS (A.K.A. GUIDANCE REPORTS, OR SUPPLEMENTARY REPORTS)** Includes subjective reports and anecdotal information from district, outside agencies and individuals. **Revised - Deleted "STANDARD REPORTS" from title.**	OFM	2 years after student graduates or withdraws	Destroy when obsolete or superseded	GS51-05F-03	These records should be separated from the cumulative folder with limited access per the Family Educational Rights and Privacy Act (FERPA).
4	**GED PERMANENT TRANSCRIPT (GED TEST SCORES)** Record of all applicants who were issued certificates. **Revised – Added retention to Secondary Record Copy, and added statement to instructions.**	OPR	Retained by Superintendent of Public Instruction: PERMANENT	Testing Center: 100 years School Districts: Destroy when obsolete or superseded	GS51-05F-04	The State Board of Community and Technical Colleges administers GED Testing. Reference WAC 180-96 and WAC 131-48.
5	~~**INDIVIDUAL STUDENT DATABASE RECORD**~~ **Deleted - The data generated from the database is covered by its respective records series listed elsewhere in this schedule.**	~~OFM~~	~~2 years after graduation or withdrawal~~	~~Destroy when obsolete or superseded~~	~~GS51-05F-06~~	~~District may elect to maintain individual database until student reaches age 23.~~

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Brian Buchholz

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Records Category: STUDENT RECORDS (Reference WAC 392-185 and WAC 180-57)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
6	**OFFICIAL STUDENT RECORD – STATE STANDARDIZED HIGH SCHOOL TRANSCRIPT** Per the State Board of Education, the Official Student Record is the Standardized High School Transcript (Form #SPI 1503 (4/00)). All other records pertaining to each student belong in the cumulative folder or are covered by other series. **Revised - Changed title from "STUDENT OFFICIAL RECORD," deleted description, and added WAC reference.**	OPR	100 years	Destroy when obsolete or superseded	GS51-05F-10	Reference WAC 180-57-060 & 070. **See Appendix for a copy of the current Official High School Transcript Form.** SUGGESTED PRESERVATION PROCEDURE – MICROFILM This records series may be retained on microfilm instead of hard copy. Microfilming must be done according to standards issued by State Archives.
7	**REQUEST FOR APPROVAL TO TEST FOR CERTIFICATE OF EDUCATIONAL COMPETENCE (GED)** Request signed by a designated district employee stating the there is a substantial and warranted reason for the student to leave the regular high school education program. May be kept in the Student Cumulative Folder. **Revised - Changed title (Moved (GED) to end), added description, reduced both retention periods, and added WAC references.**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05F-05	Reference WAC 131-48 and WAC 180-96.
8	**SCHOOL REGISTERS** **New Series**	OFM	Obsolete record eligible for disposition unless there is no student transcript* – Potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-05F-11	*If there is no official student record that supersedes the school registers, these must be retained 100 years. Contact your Regional Archivist. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Brian Buchholz

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Records Category: STUDENT RECORDS (Reference WAC 392-185 and WAC 180-57)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	**STUDENT CUMULATIVE FOLDER (A.K.A. STUDENT FILE FOLDER)** Contains information collected on each student in addition to the Student Official Record, regardless of storage medium or format. May contain but is not limited to: Identifying information (name, birth date, sex, year in school, address, telephone number, parent/guardian name, ethnic classification, emergency information [parent/guardian place of employment, family doctor, babysitter, siblings]). Attendance records including date of entry and withdrawal. Grades and other student progress reports. Results of tests of school achievement, aptitude, interests, hearing, and vision. Records of student accomplishments and participation in school activities. Such other information as shall enable staff to counsel with students and plan appropriate activities. **Revised - Changed description and added note to instructions.**	OFM	2 years after student graduates or withdraws	Destroy when obsolete or superseded	GS51-05F-07	Information subject to deletion as provided by the Family Educational Rights and Privacy Act should be destroyed and not filmed. **NOTE: Some items listed in this series may be covered elsewhere in this schedule and may be disposed of accordingly if retained separately.**
10	**STUDENT DISCIPLINE FILES** Includes student expulsion records.	OPR	3 years after the incident	Destroy when obsolete or superseded	GS51-05F-08	
11	**STUDENT DISCIPLINARY ACTION REPORT**	OFM	Retain 3 years in school	Destroy when obsolete or superseded	GS51-01-50	
12	**STUDENT LOCATOR CARDS / CLASS SCHEDULES**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05F-09	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Brian Buchholz

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield

Records Category: STUDENT TRANSPORTATION/MOTOR POOL/VEHICLE/EQUIPMENT MAINTENANCE (Ref. RCW 28A.160)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ACCIDENT/TRAFFIC COLLISION LOGS** **New Series**	OFM	Last entry in log plus 6 years	Destroy when obsolete or superseded	GS50-06E-13	
2	**ACCIDENT/TRAFFIC COLLISION REPORTS** Written report of traffic accidents/collisions filed with the law enforcement entity having jurisdiction over the location of the accident/collision. Original filed with Washington State Patrol. **Revised: Changed title from "ACCIDENT REPORTS," added description, and added last sentence to primary copy retention.**	OPR	District – retain for 6 years. Washington State Patrol retains 5 years	Destroy when obsolete or superseded	GS51-05F-01	
3	**APPLICATION FOR SPECIAL TRANSPORTATION - ACCEPTED** For students with medical problems, or physical disabilities to receive district transportation services. **Revised - Added "ACCEPTED" to title, and reference to remarks.**	OFM	Retain until completion of audit	Destroy when obsolete or superseded	GS51-05G-02	Reference WAC 392-141-148.
4	**APPLICATION FOR SPECIAL TRANSPORTATION – DENIED** **New Series**	OFM	Application denied plus 1 year	Destroy when obsolete or superseded	GS51-05G-14	
5	**BILLING TO OTHER AGENCIES FOR USE OF VEHICLES/EQUIPMENT** **Revised – Added "/EQUIPMENT" to title.**	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
6	**BUS CONDITION CHECKLIST** Daily evaluation of bus by drivers.	OFM	1 year	Destroy when obsolete or superseded	GS51-05G-04	
7	~~**BUS GARAGE WORK ORDERS**~~ ~~Prepared by garage or shop personnel. Shows description of work, time, parts, and employee(s) performing work.~~ **Series deleted – Covered under "WORK ORDERS" in Facility and Property Management.**	~~OFM~~	~~3 years~~	~~Destroy when obsolete or superseded~~	~~GS50-06B-13~~	
8	**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	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Hanefeld

Records Category: STUDENT TRANSPORTATION/MOTOR POOL/VEHICLE/EQUIPMENT MAINTENANCE (Ref. RCW 28A.160)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
9	**BUS SCHEDULE FOR ALL SCHOOLS** Shows route, stops and time for each bus. Includes state approved route map.	OFM	3 years	Until revised	GS51-05G-07	
10	**BUS TRIP REQUEST / AUTHORIZATION** May show school, nature of trip, date, destination, miles, number of pupils, supervisor, departure, and time.	OFM	3 years	Destroy when obsolete or superseded	GS51-05G-08	
11	**BUS TRIP TICKET LOGS** May show school, nature of trip, date, destination, miles, number or pupils, supervisor, departure, and times.	OPR	6 years	Destroy when obsolete or superseded	GS51-05G-09	
12	**CERTIFICATES OF TITLE FOR DISTRICT VEHICLES**	OPR	Destroy after disposition of vehicle plus completion of audit	Destroy when obsolete or superseded	GS50-06E-02	
13	**FUEL PUMP/TANK AUDIT REPORTS** **New Series**	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
14	**FUEL STORAGE FACILITY RECORDS** Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility. **New Series**	OFM	3 years – Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	
15	**FUEL/OIL RECORDS FOR INDIVIDUAL BUSES AND OTHER VEHICLES** OSPI reports prepared from this data. May list vehicle number, amount of fuel pumped, odometer reading, etc. **Revised - Change title from "GAS, OIL, AND DIESEL REPORTS FOR BUSES AND OTHER VEHICLES."**	OFM	3 years	Destroy when obsolete or superseded	GS51-05G-12	
16	~~**FUEL/OIL USAGE RECORD**~~ **Series deleted – covered under "FUEL/OIL RECORDS FOR INDIVIDUAL BUSES AND OTHER VEHICLES."**	~~OFM~~	~~3 years~~	~~Destroy when obsolete or superseded~~	~~GS50-06E-10~~	
17	**IMPROPER CONDUCT ON THE BUS NOTICE** May show bus route, time of incident, nature of incident, and student(s)' name(s). **Revised – Changed title from "NOTICE OF IMPROPER CONDUCT ON BUS."**	OFM	1 year	Destroy when obsolete or superseded	GS51-05G-13	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Right Honorable Jerry Hanefeld

Records Category: STUDENT TRANSPORTATION/MOTOR POOL/VEHICLE/EQUIPMENT MAINTENANCE (Ref. RCW 28A.160)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
18	**PARTS CONTROL FILES AND MASTER LISTING REPORTS** **New Series**	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-12	
19	**PLANNED PUPIL TRANSPORTATION PROGRAM REPORTS** Includes but is not limited to: School Bus Route Count Sheets; Kindergarten through Fifth Grade Enrollment Route Log; Driver Daily Log for count week; District Car Route Log; other operations data and descriptions; annual school bus mileage report; copies of correspondence, publications, news articles, or campaign materials for ridership during Count Week. **Revised – Changed title from "VEHICLE DATA AND STATISTICAL REPORTS," added description, added "or until completion of audit" to primary record retention, and added reference to remarks.**	OFM	3 years or after completion of audit	Destroy when obsolete or superseded	GS50-06E-04	Reference WAC 392-141-160.
20	**VEHICLE / EQUIPMENT CHECKOUT LOG** **Revised – Added "/EQUIPMENT" to title.**	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
21	**VEHICLE / EQUIPMENT LEASES** **Revised – Added "/EQUIPMENT" to title.**	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
22	**VEHICLE / EQUIPMENT MAINTENANCE AND HISTORY FILES, REPORTS, AND LOGS** Includes original defect and inspection report. **Revised – Added "/EQUIPMENT" and "AND REPORTS, AND LOGS" to title, and changed primary record retention from 3 years.**	OFM	Destroy after disposition of vehicle or equipment	Destroy when obsolete or superseded	GS50-06E-06	Reference RCW 46.32.
23	**VEHICLE / EQUIPMENT PARTS ORDERS** **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
24	**VEHICLE / EQUIPMENT SALE AND SALVAGE RECORD** **Revised – Added "/EQUIPMENT" to title.**	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
25	**VEHICLE / EQUIPMENT USE REQUEST** **Revised – Added "/EQUIPMENT" to title.**	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Right Honorable Gary Handfield

Records Category: STUDENT TRANSPORTATION/MOTOR POOL/VEHICLE/EQUIPMENT MAINTENANCE (Ref. RCW 28A.160)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
26	~~**VEHICLE MAINTENANCE HISTORY LOG**~~ **Series deleted – Covered by "VEHICLE/ EQUIPMENT MAINTENANCE AND HISTORY FILES, REPORTS, AND LOGS."**	~~OFM~~	~~3 years~~	~~Destroy when obsolete or superseded~~	~~GS50-06E-20~~	
27	~~**VEHICLE MAINTENANCE REPORTS**~~ **Series deleted – Covered by "VEHICLE/ EQUIPMENT MAINTENANCE AND HISTORY FILES, REPORTS, AND LOGS."**	~~OFM~~	~~3 years~~	~~Destroy when obsolete or superseded~~	~~GS50-06E-20~~	
28	**VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES** **New Series**	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapozo | The Honorable Jerry Handfield

Records Category: SUPERINTENDENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ACCREDITATION CERTIFICATES**	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-05-01	
2	**ANNUAL HIGH SCHOOL REPORT FOR STANDARDS AND ACCREDITATION** **New Series**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-05-10	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.
3	**BOUNDARY RECORDS** Official legal description and drawings of school district boundaries, including director district boundaries.	OPR	PERMANENT – 1 copy potential archival value **– See remarks**	Destroy when obsolete or superseded	GS51-05-02	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	**CERTIFICATION OF ELECTION OF SCHOOL BOARD PRESIDENT**	OPR	PERMANENT – 1 copy potential archival value **– See remarks**	Destroy when obsolete or superseded	GS51-05-03	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. 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 Washington State Archives technical standards.
5	**CERTIFICATION OF SCHOOL DISTRICT ELECTIONS** Including bonds, levies, and director elections.	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-05-04	
6	**OFFICIAL DISTRICT NEGOTIATED SCHOOL CALENDARS**	OPR	PERMANENT	Destroy when obsolete or superseded	GS51-05-06	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

Records Category: SUPERINTENDENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
7	**OFFICIAL DISTRICT POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES** **ESSENTIAL RECORD - Needs security backup - See remarks.**	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-01-24	
8	**REPORT OF EVALUATION OF ACCREDITATION** **New Series**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-05-11	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.
9	**SCHOOL SERVICE BOUNDARY DECISION WORKING FILE**	OFM	Approval of Board Resolution plus 3 years	Until approval of board resolution	GS51-05-08	
10	**STATEMENTS OF GRADUATION REQUIREMENTS** **New Series**	OPR	PERMANENT – 1 copy potential archival value – **See remarks**	Destroy when obsolete or superseded	GS51-05-13	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.
11	~~**WARRANTIES**~~ **Deleted – Covered by "CONTRACTS, AGREEMENTS, AND WARRANTIES."**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS51-05-09~~	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapaport | The Hon. Attorney Gerry Handfield

Records Category: SURPLUS PROPERTY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**ADVANCED NOTIFICATIONS OF AUCTION**	OFM	3 years or destroy after completion of audit	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	District board retains-PERMANENT - Attached to resolution	Destroy when obsolete or superseded	GS50-08C-02	
3	~~**AUCTION TERMS AND CONDITIONS AGREEMENTS**~~ **Deleted series – Covered by CONTRACTS, AGREEMENTS, AND WARRANTIES**	~~OPR~~	~~Completion of auction plus 6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-08C-03~~	
4	~~**COOPERATIVE SURPLUS PROPERTY AUCTION OR SALES AGREEMENT**~~ ~~Agreements established with other districts/agencies disposing of surplus property.~~ **Deleted series – Covered by CONTRACTS, AGREEMENTS, AND WARRANTIES**	~~OPR~~	~~Termination plus 6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-08C-05~~	
5	~~**SURPLUS PROPERTY BILL OF SALE**~~ **Deleted series – Covered by "BILLS OF SALE."**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-03A-04~~	
6	**SURPLUS PROPERTY INVENTORY**	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	
7	**SURPLUS PROPERTY INVENTORY TRANSFER SHEET** Transferring specific fixed assets from departments to surplus property. **New Series**	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	

Approved as revised by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Hon. Antonio Jerry Handfield

Records Category: TEACHING RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	**GRADE DOCUMENTATION – ELEMENTARY** To provide documentation for grades. **Revised – Added description.**	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	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Raposo | The Hon. Attorney Gerry Handfield

Records Category: TRAFFIC SAFETY (Reference RCW 28A.220)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
1	~~**AGREEMENT FOR USE OF TRAFFIC SAFETY EDUCATION VEHICLES**~~ **Series deleted - Covered under "CONTRACTS, AGREEMENTS, AND WARRANTIES."**	~~OPR~~	~~6 years~~	~~Destroy when obsolete or superseded~~	~~GS50-01-11~~	
2	**APPLICATION FOR CERTIFICATION TO BE A TRAFFIC SAFETY EDUCATION INSTRUCTOR** Teacher's application for certification to be a traffic safety instructor. **Revised - Changed title from "APPLICATION FOR TRAFFIC SAFETY EDUCATION," and change description from "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 as part of Employee History File (See Personnel).
3	**DRIVER TRAINING SCHOOL CERTIFICATE** Certificate issued to the school by the Department of Licensing certifying the approval of the driver training school. Certificate renewed annually. **New Series**	OFM	Destroy when next certificate issued	Destroy when obsolete or superseded		Reference RCW 46.82.310 – School License
4	**SCHOOL'S APPLICATION FOR DRIVER TRAINING LICENSE CERTIFICATE** **Revised - Changed title from "APPLICATION FOR PROGRAM APPROVAL," changed primary copy retention from "1 year after acceptance," and added references to instructions.**	OFM	1 year	Destroy when obsolete or superseded	GS51-06D-02	Reference RCW 46.82.310 and WAC 392-153
5	**STUDENT PARTICIPATION LISTS/ RECORD CARD/GRADE BOOK** **Revised - Removed "GRADE BOOK" from Title – is covered under Teaching Records – Grade Documentation.**	OPR	6 years	Destroy when obsolete or superseded	GS51-06D-04	
6	**STUDENT TRAFFIC SAFETY CERTIFICATES** **Revised – Changed primary record copy retention from "Completion plus 3 years."**	OFM	2 years after student graduates or withdraws	Destroy when obsolete or superseded	GS51-06D-05	
7	**TRAFFIC SAFETY INSTRUCTOR CERTIFICATE OF LICENSURE** Certificate issued to the school by the Department of Licensing certifying the licensure of each instructor. Individual instructor license renewed, and certificate issued annually. **New Series**	OFM	Destroy when next certificate issued	Destroy when obsolete or superseded		Reference RCW 46.82.320 – Instructor's License

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh — For the State Auditor: Mark Rapozo — The Hon. Attorney Gerry Hanefeld

Records Category: TRAFFIC SAFETY (Reference RCW 28A.220)

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES		
8	**TRAFFIC SAFETY PARENT/GUARDIAN PERMISSION STATEMENTS** **Revised - Changed primary copy retention from "1 year."**	OFM	Award of Student Traffic Safety Certificate to student	Destroy when obsolete or superseded	GS51-06D-06	
9	**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	

Approved <u>as revised</u> by the Local Records Committee: MARCH 27th, 2003

For the Attorney General: Dean Bumbaugh | For the State Auditor: Mark Rapoza | The Hon. Attorney Gerry Handfield

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APPENDIX A: GLOSSARY

ACCESSION	The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency. 2) The materials involved in such a transfer of custody.
ACTIVE RECORDS	Records that are referenced more than once per month per file drawer are considered active. Active records should be maintained in the office
ADMINISTRATIVE FILES	Records documenting the operation, management, and administration of an office; usually distinguished from program records that relate to the office's primary function.
ADMINISTRATIVE VALUE	The usefulness of a specific records series for the administration of current or future business.
ALPHABETICAL FILING	Arrangement of records according to the alphabet; used mainly for files referred to by name or topic.
ARCHIVES	The records, which have passed their retention requirement, which are transferred to archival custody and preserved because of their continuing historical research value. The agency responsible for selecting, preserving, and providing public access to archival records. The building in which archival records are preserved and referenced.
CASE FILES	See Project Files
CD-ROM -	See Compact Disk, or Read-Only Memory
CENTRALIZED FILES	The files of several offices or organizational units physically or function that are centralized and supervised in one location.
CHRONOLOGICAL FILING	Arrangement of records according to date.
CODING	Marking a file code on a document prior to filing.
COMPACT DISK	A machine-readable medium used to reproduce records for rapid retrieval.
CONVENIENCE FILES	Extra copies of records created and kept for quick reference.
CORRESPONDENCE	Any format of information that is an addressed, written communication to or from an agency or its employees
CUSTODY (OF RECORDS)	The guardianship of records that includes both physical possession and legal title.
CUT-OFF	The termination of files at regular intervals to permit their transfer, retirement, or disposal in complete blocks. Under this process, a file is terminated regularly at the end of a specified period of time or event, and a new file established
DECENTRALIZED FILES	Files that are created, used, maintained and controlled in or near the office of record.
DISPOSITION	Any manner or method of changing the custody, location, or physical state of records. Includes transfer, microfilming, duplication and destruction.
DISPOSITION AUTHORITY NUMBER (DAN)	The control numbers assigned to records retention schedules and general records retention schedules approved by the Local Records Committee.
ELECTRONIC RECORDS	Records created and/or stored by electronic means, usually on computer systems.
ESSENTIAL (VITAL) RECORDS	Records essential to: Protect the legal rights of clients, property owners, students and other citizens The resumption and/or continuation of agency operations; The re-creation of the legal and financial status of the agency; or The fulfillment of obligations to local, state, and federal governments and outside interests.
FILE CLASSIFICATION	See Primary, Secondary, and Tertiary
FILE PLAN	A listing of all records series held at each file station, including retention periods, file codes, methods of filing, and disposition instructions.
FISCAL VALUE	The usefulness of a specific records series for the documentation of an agency's financial transactions and obligations.
GENERAL RECORDS RETENTION SCHEDULE	A schedule, listing and assigning minimum retention periods to individual records series, which is approved for all local government agencies, or particular types of agencies, by the Local Records Committee. General records retention schedules provide the agencies they cover with continuing blanket authority for the disposition of commonly held records according to their assigned retention periods.
GEOGRAPHICAL FILING	Arrangement of records according to geographical area, alphabetically
GUIDE	A card or tab divider used in filing systems to identify sections and/or sub-sections of the file. Guides provide physical support and aid in filing and finding individual records

HISTORICAL VALUE	The usefulness of a specific records series for historical research. Typically, 1% to 5% of an agency's total records have historical value.
IMAGING	The act of reproducing records on digital or micrographic media.
INACTIVE RECORDS	Records with a reference rate of less than one search per file drawer per month. Such records may be transferred to an inactive records storage center.
INVENTORY	1) A descriptive listing of records series held by an office or file station, including such data as title, inclusive dates, quantity, arrangement, relationships to other series, and description of significant subject content; 2.) A survey of records conducted prior to disposition or the development of a records retention schedule
LEGAL VALUE	The usefulness of specific records series as documentation of an agency's legally enforceable rights and obligations
LOCAL RECORDS COMMITTEE	The body established by the Public Records Act, RCW 40.14.070, to review and approve disposition of local government records. It includes the State Archivist and one representative each from the Offices of the State Attorney General and State Auditor.
MACHINE-READABLE RECORDS	See Electronic Records and Optical Disc
MATERIAL WITH NO RETENTION VALUE	Material that does not need to be filed or that may be destroyed after a short retention. This includes drafts, worksheets, routine replies, telephone messages, blank forms, publications, and extra copies of documents created for convenience or public distribution.
MICROFILM	A high-resolution photographic film used to record reduced-size images from original records. The act of recording microphotographs on film.
NUMERICAL FILING	Arrangement of records in sequence according to document number.
OFM (Office Files and Memoranda)	A public records classification provided by RCW 40.14 that identifies records that have purely administrative value.
OPR (Official Public Record)	A public records classification provided by RCW 40.14 that identifies records that have significant legal or fiscal value.
OPTICAL DISK	A machine-readable medium used to reproduce records for rapid retrieval.
OUT-CARD	A guide card used to indicate that records have been taken from the file. Identify the specific item/file, date, and name of the person temporarily holding the record with an "out-card".
PERMANENT RECORDS	Records that have sufficient legal, fiscal, and/or historical value, to be retained forever.
PRIMARY FILING CLASSIFICATION	The most general category under which records can be sorted and arranged for filing. Primary filing classifications should be defined by the function and retention requirements.
PRIMARY RECORD COPY	The original or official copy of a records series
PROJECT (CASE) FILES	Groups of documents that pertain to a particular action, event, person, or place. May consist of correspondence, form records, memoranda, reports, or a combination of such records.
PROPRIETARY RECORDS	Records containing information of a confidential or highly sensitive nature require destruction by shredding, to eliminate the possibility of illegal or undesirable disclosure.
PURGING	See Screening
READ-ONLY MEMORY (ROM)	Electronic record storage systems that allow for research or "reading" access but protect the record from additional entries or alterations.
READING (DAY) FILE	A file of extra copies of outgoing correspondence arranged in chronological order.
RECORDS	Papers (reports, correspondence, legal documents, etc.), photographs, magnetic tape, microfilm, sound recordings, maps, drawings, or other documents, regardless of physical form or characteristics, and including all copies thereof, either organized or received by an institution.
RECORDS CENTER	A low-cost facility for the organized and controlled storage, maintenance, retrieval, and disposition of inactive or non-current records
RECORDS COORDINATOR	Assist Records Officer
RECORDS MANAGEMENT	The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.
RECORDS OFFICER	The individual responsible for an agency's records management procedures, including retention scheduling, files organization, records storage, and destruction.

RECORDS RETENTION SCHEDULE	A schedule, listing and assigning minimum retention periods to individual records series, which is approved for a specific agency by the Local Records Committee. A records retention schedule provides the agency for which it is approved continuing records disposition authority.
RECORDS SERIES	A group of records, performing a specific function, which is used as a unit, filed as a unit and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function
REFERENCE FILES	Publications, books, periodicals, catalogs, bulletins, reports, maps, theses, tapes, films, photographs, and other materials that are needed as informational resources but are not part of the main body of files.
RETENTION PERIOD	The minimum amount of time required for the retention of a records series on a records retention schedule or general records retention schedule approved by the Local records Committee.
ROM	See Read-Only Memory
SCREENING	Removal of individual papers or folders from a group of records, usually to permit disposal of parts of the file, and retention or transfer of the rest. Also known as purging or weeding.
SECONDARY FILING CLASSIFICATION	The second most general class of filing category under which records can be sorted or arranged for filing; subsidiary to primary classification
SUBJECT FILE	A file in which documents are arranged alphabetically by general subject or topic.
SUSPENSE FILE	A file in which documents are arranged chronologically by a future date of recall, to remind the user of future tasks and events. Also known as a tickler file.
TERTIARY FILING CLASSIFICATION	The least general, most specific filing category under which records can be sorted and arranged for filing; subsidiary to secondary classification.
TICKLER FILE	See Suspense File
TRANSACTIONAL FILES	Records documenting the unique daily transactions or activities of an office that distinguish its primary functions.
TRANSITORY FILE	A file of routine correspondence and other records with short-term value. Its retention period is limited to the interval required for completion of specific actions covered by individual pieces of correspondence.
TRANSMITTAL	Documentation authorizing the disposal, transfers to inactive storage, or transfer to archival storage of public records.
VITAL RECORDS	See Essential Records
WORKING FILE	A file of rough notes, calculations, or preliminary drafts that are assembled and used in the preparation or analysis of other documents; usually retained in desk files or filed separately until project completion

APPENDIX B: FERPA (Family Educational Rights and Privacy Act)

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

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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).

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

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 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 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)
"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
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 audiotape, 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
(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))

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 record, 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
(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.

(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:

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

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 record 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;
(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.
(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 record keeping requirements exist concerning requests and disclosures?
(a) (1) An educational agency or institution shall maintain a record 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 record keeping 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.
(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;

(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)(I) 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.

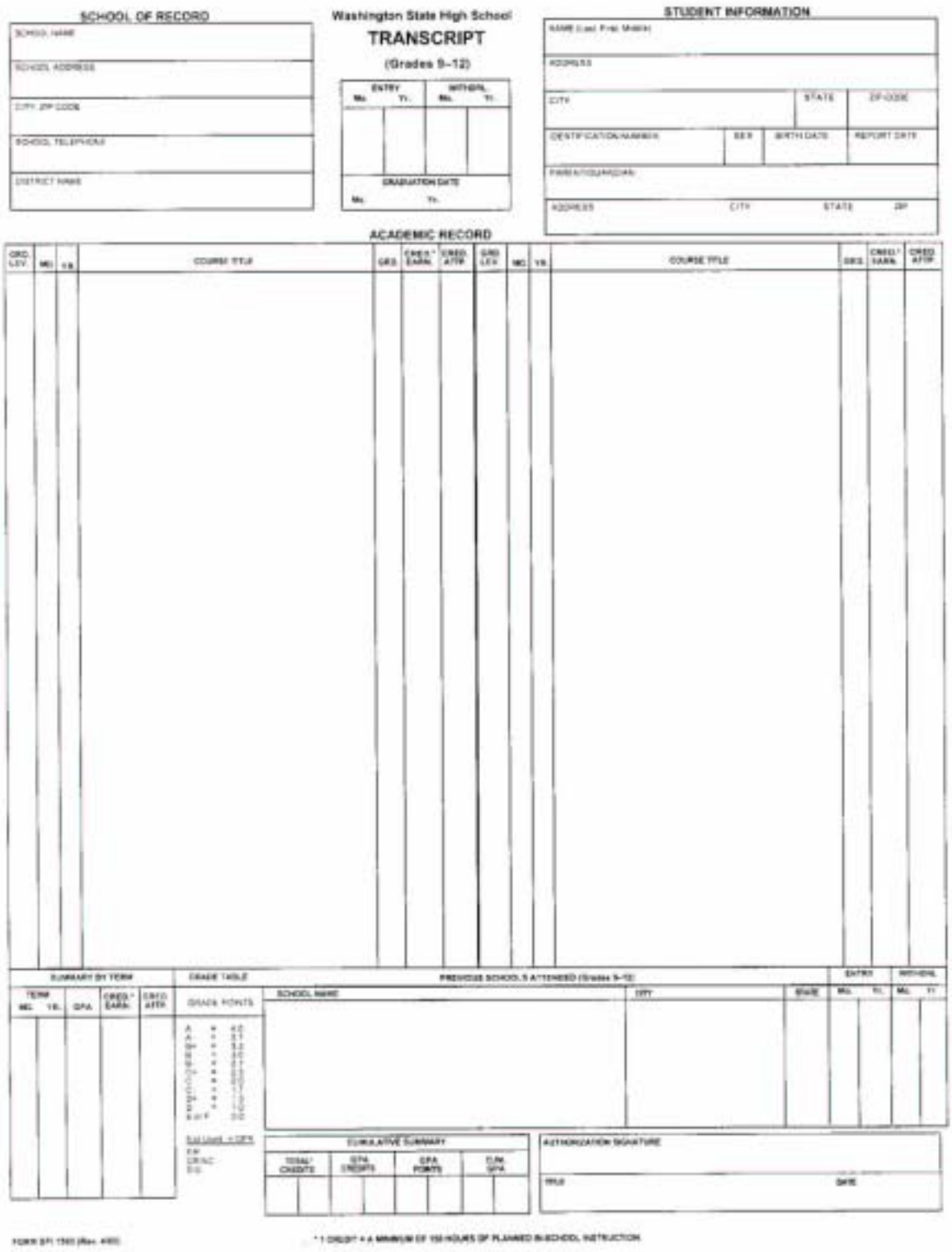
(Authority: 20 U.S.C. 1232g(b)(1)(J))

APPENDIX C: High School Transcript (Official Student Record) - EXAMPLES

IMPLEMENTATION DATE FOR STANDARDIZED TRANSCRIPT CHANGES

On January 27, 2003, the State Board of Education adopted changes to the state standardized high school transcript required under RCW 28A.305.220. The changes **were** to take effect this Fall with the upcoming 2003-04 school year. That implementation date must now be changed due to workload demands on the Washington School Information Processing Cooperative (WSIPC). For further information, here is a link to the announcement from the Board of Education: http://www.sbe.wa.gov/Press%20Releases/WSIPCTRANSCRIPTMEMO.htm

This is the version to use until the Fall of 2005.



Example of new Transcript to use starting in the Fall of 2005.

STUDENT INFORMATION

LEGAL NAME (LAST, FIRST MIDDLE); and other/former names used
CUSTIS, MARTHA PARKE

DISTRICT IDENTIFICATION NUMBER
123456

BIRTHDATE
10/12/1969

PARENT(S) / GUARDIAN(S)
WASHINGTON, GEORGE
WASHINGTON, MARTHA

WASHINGTON STATE HIGH SCHOOL
TRANSCRIPT

REPORT DATE
01/24/2003

GRADUATION DATE

Grade Point Table

A	=	40
A-	=	37
B+	=	33
B	=	30
B-	=	27
C+	=	23
C	=	20
C-	=	17
D+	=	13
D	=	10
E or F	=	00

NOT USED IN G.P.A.
P/N Pass/No Pass
P/F Pass/Fail
CR/NC Credit/No Credit
S/U Satisfactory/Unsatisfactory
W Withdrew

SCHOOL OF RECORD

SCHOOL NAME, ADDRESS, PHONE NUMBER
EVERETT HS

2416 COLBY AVE
EVERETT, WA 98201

425-339-4400

SCHOOL DISTRICT NAME
EVERETT SCHOOL DISTRICT

*** SCHOOLS ATTENDED ***

Entry	Withdraw	School	City, State
09/1997	06/1998	THOMAS JEFFERSON HS	AUBURN, WA
09/1998	06/1999	EVERETT HS	EVERETT, WA
09/1999	10/2000	THOMAS ALVA EDISON HS	ALEXANDRIA, VA
09/2001		EVERETT HS	EVERETT, WA

********** COURSE DESIGNATION KEY **********

IB =Intl Baccalaureate AP=Advanced Placement
CHS=College in the HS RS=Running Start
TP =Tech Prep HC=HECB Core Course

********** ACADEMIC RECORD **********

Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Desig
MO/YR: 03/1998 GRD LEV: 09					
ENG031	GRAMMAR	A	0.50	0.50	
MTH101	PRE-ALGEBRA	A	0.50	0.50	
SCI900	WAGON REPAIR	A	0.50	0.50	TP
SOC401	WASH ST HISTORY	A	0.50	0.50	
ENG091	ENGLISH 1	A	0.50	0.50	
ENG103	READING	A	0.50	0.50	
SOC525	ECONOMICS	A	0.50	0.50	
MO/YR: 06/1998 GRD LEV: 09					
ENG021	WRITING	A	0.50	0.50	
FAA201	DRAWNG/PAINTING	A	0.50	0.50	
MTH101	PRE-ALGEBRA	A	0.50	0.50	
PED104	WALKING	A	0.50	0.50	
SCI102	GENERAL SCIENCE	A	0.50	0.50	
WRK900	WORK	S	0.50	0.50	
MO/YR: 01/1999 GRD LEV: 10					
BUS900	BUSINESS	S	0.50	0.50	
FAA205	SCULPT/POTTERY	A	0.50	0.50	
MTH111	APPLIED MATH 1	A	0.50	0.50	
PED103	WALKING	A	0.50	0.50	
SCI115	GEOLOGY	A	0.50	0.50	
SOC201	WORLD HISTORY	A	0.50	0.50	
MO/YR: 06/1999 GRD LEV: 10					
ENG202	ENGLISH 2	A	0.50	0.50	
FAA202	DRAWNG/PAINTING	A	0.50	0.50	
HTH102	HEALTH	A	0.50	0.50	
MTH112	APPLIED MATH 1	A	0.50	0.50	
SCI118	OCEANS	A	0.50	0.50	
SOC202	WORLD HISTORY	A	0.50	0.50	
MO/YR: 01/2000 GRD LEV: 11					
BUS101	KEYBOARDING	P	0.50	0.50	
BUS105	WORD PROCESSING	A	0.50	0.50	
BUS107	COMPUTER APPL	A	0.50	0.50	
ENG201	ENGLISH 2	A	0.50	0.50	
MTH900	MATH	A	0.50	0.50	
SCI111	EARTH SCIENCE	A	0.50	0.50	
SOC900	HISTORY	A	0.50	0.50	
MO/YR: 06/2000 GRD LEV: 11					
ENG202	ENGLISH 2	A	0.50	0.50	
MTH900	MATH	A	0.50	0.50	
PED206	AEROBICS	A	0.50	0.50	
PED304	CONDITIONING	A	0.50	0.50	
SOC900	HISTORY	A	0.50	0.50	
MO/YR: 01/2001 GRD LEV: 12					
BUS113	OFF EXPERIENCE	S	0.50	0.50	
BUS113	OFF EXPERIENCE	S	0.50	0.50	
ENG301	ENGLISH 3	A	0.50	0.50	
FAA205	SCULPT/POTTERY	A	0.50	0.50	
GRD101	PLANNING TEAM	S	0.25	0.25	
MTH201	ALGEBRA 1	A	0.50	0.50	
MO/YR: 06/2001 GRD LEV: 12					
BUS104	INFO TECH	A	0.50	0.50	
BUS114	OFF EXPERIENCE	A	0.50	0.50	
BUS304	BUSINESS LAW	A	0.50	0.50	
ENG302	ENGLISH 3	A	0.50	0.50	
GRD102	PLANNING TEAM	S	0.25	0.25	
MTH202	ALGEBRA 1	A	0.50	0.50	
SOC302	US HISTORY	A	0.50	0.50	
MO/YR: 01/2002 GRD LEV: 12					
ENG411	SENIOR SEMINAR	A	0.50	0.50	
GRD101	PLANNING TEAM	S	0.25	0.25	
HHS205	INDEPNDT LIVING	A	0.50	0.50	
SOC411	GOVERNMENT	A	0.50	0.50	
XMS101	MEDICAL OFF SUP	A	1.50	0.50	

********* TERM AND CUMULATIVE SUMMARY *********

Grd Lev	Mo/Yr	Cred Earn	Cred Attp	GPA Cred	GPA Pts	GPA
09	03/1998	3.50	3.50			4.000
09	06/1998	3.00	2.50			4.000
10	01/1999	3.00	2.50			4.000
10	06/1999	3.00	3.00			4.000
11	01/2000	3.50	2.50			4.000
11	06/2000	2.50	2.50			4.000
12	01/2001	2.75	1.50			4.000
12	06/2001	3.25	3.00			4.000
12	01/2002	3.25	3.00			4.000
Cumulative:		27.75	24.00	24.50	65.70	4.000

******** ADDITIONAL STATE REQUIREMENTS *********

HIGH SCHOOL+ EDUC PLAN NOT COMPLETED
CULMINATING PROJECT COMPLETED 06/2002

For information about the State of Washington High School Transcript please visit the official website of the Washington State Board of Education http://www.sbe.wa.gov/

FORM VERSION 1503 (rev. February 2003)

YOUR LOGO HERE

AUTHORIZED SIGNATURE

TITLE DATE

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