



REVISION GUIDE

SUMMARY OF CHANGES

- Several records series relating to field trips, parent/guardian permissions, and accidents/incidents have been revised or discontinued.
- The Attendance section has been completely updated and is now called Attendance/Absence.
- The column for “Secondary (All Other) Record Copies” has been removed. Secondary (duplicate) records are covered by disposition authority number (DAN) GS50-02-04 in the *Local Government Common Records Retention Schedule (CORE)*.
- Notes referring to changes in previous revisions have been removed.
- Redundant series (covered by *CORE* series) have been discontinued.

Note: The following abbreviations will be used throughout this guide:

WSA = Washington State Archives

OSPI = Office of the Superintendent of Public Instruction

SAO = Office of the State Auditor

CORE = *Local Government Common Records Retention Schedule*

SCHOOLS = *School Districts and Educational Service Districts Records Retention Schedule*

DWOS = *Destroy when obsolete or superseded.*

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NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention	Designations	Rationale
Agency Mgmt: Planning, Mission, Charter	School Safety Plans	SD2011-153 p. 11	Retain for 6 years after obsolete or superseded then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<p>RCW 28A.320.125 Safe school plans -- Requirements -- Duties of school districts, schools, and educational service districts -- Reports -- Drills -- Rules. (1) The legislature considers it to be a matter of public safety for public schools and staff to have current safe school plans and procedures in place, fully consistent with federal law. The legislature further finds and intends, by requiring safe school plans to be in place, that school districts will become eligible for federal assistance.</p> <p>RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee. (4)(c) Each school district shall by August 15, 2011, provide to the superintendent of public instruction a brief summary of its policies, procedures, programs, partnerships, vendors, and instructional and training materials to be posted on the school safety center web site, and shall also provide the superintendent with a link to the school district's web site for further information.</p>
Student Mgmt and Services	Absence (Student) – Grades 9-12	SD2011-154 p. 46	Retain for 1 year after end of fiscal year then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Absence records for grades 9-12 are not needed for SAO audit (only Pre-K through 8) hence a 1-year minimum retention.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Records series appear in *SCHOOLS 7.1* page order.)

Version 7.1 DAN	Version 7.1 Title	Version 7.1 Retention	Version 7.2 Title	Version 7.2 Retention	Change and/or rationale
SD51-01-37 ver. 7.1 p. 12 ver. 7.2 p. 12	Reports Required By Superintendent Of Public Instruction	3 years. (OSPI retains its copy permanently.)	Reporting – Office of the Superintendent of Public Instruction (OSPI) – General	Retain for 4 years after submission of report or completion of State Auditor’s examination report, whichever is sooner then destroy.	Series broadened to include all reports and data required to be submitted to OSPI that are not covered by a more specific records series. Cut-off revised to permit destruction only after audit by SAO. Now covers records from SD51-04-06, SD51-04-09 and SD51-04-11 (and SD51-12-03, if applicable).
SD51-06C-31 ver. 7.1 p. 14 ver. 7.2 p. 43	Field Trip Authorization by Parent/Legal Guardian	6 years.	Attendance – School-Sponsored Activities, Events and Programs	Retain for 6 years after end of school year then destroy.	Expanded title and description to include ALL school-sponsored activities, and to include all records relating to a student’s attendance/participation – not just signed permission slip. Now covers records from SD51-06C-05, SD51-06D-04, SD51-06D-06, SD51-05G-08, SD51-05G-09, and consent forms from SD51-06C-31.
SD 51-12-03 ver. 7.1 p. 18 ver. 7.2 p. 14 OR ver. 7.2 p. 12	OSPI(Office of the Superintendent Of Public Instruction) Monitoring Reports	6 years after close of fiscal year	Reporting – Operating Savings (Major Facility Projects) OR	Retain for 4 years after submission of report or completion of State Auditor’s examination report, whichever is sooner, then destroy.	RCW 39.35D.030 requires school districts to report to the Department of General Administration operating savings resulting from implementation of Leadership in Energy and Environmental Design (LEED) silver standards in major facility projects. Any other types of monitoring reports submitted to OSPI are covered by SD51-01-37.
			SD51-01-37 p. 12 Reporting – Office of the Superintendent of Public Instruction (OSPI) – General	Retain for 4 years after submission of report or completion of State Auditor’s examination report, whichever is sooner, then destroy.	
SD51-02-03 ver. 7.1 p. 22 ver. 7.2 p. 22	Apportionment Reports/State of Washington	SPI – Permanent. Schools: 3 years.	Apportionment Report from OSPI	Retain for 3 years after date of report then destroy.	Clarified description to specify that this apportionment report is received <u>from</u> OSPI, and added “note” about OSPI’s recordkeeping requirements.



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Version 7.1 DAN	Version 7.1 Title	Version 7.1 Retention	Version 7.2 Title	Version 7.2 Retention	Change and/or rationale
SD51-09A-03 ver. 7.1 p. 34 ver. 7.2 p. 33	Notice of Transfer of Home-Based Student to District	File in Student Cumulative Records.	Notice of Transfer of Home-Based Student to District	Retain for 2 years after student graduates or withdraws then destroy.	Provided retention period and cutoff to match Student Cumulative Folder .
SD51-05F-01 ver. 7.1 p. 38 ver. 7.2 p. 36	Application For Certificate Of Educational Competence	OSPI:3 months. Testing Ctr: Award of certificate. School: DWOS	Application For Certificate Of Educational Competence.	Retain until no longer needed for agency business then destroy.	Defined minimum retention for school district/ESD's primary record. (Removed OSPI and testing center recordkeeping responsibilities.)
SD51-05F-04 ver. 7.1 p. 39 ver. 7.2 p. 36	GED Permanent Transcript (GED Test Scores)	OSPI : Permanent. Testing Cntr: 100 yrs. School: DWOS	GED Permanent Transcript (GED Test Scores)	Retain until no longer needed for agency business then destroy.	Defined minimum retention for school district/ESD's primary record. Added "Note" in description stating that OSPI retains this record permanently.
SD51-03-04 ver. 7.1 p. 46 ver. 7.2 p. 41	Athletic Eligibility Records	3 years.	Athletic Eligibility Records	3 years.	Revised description to <u>exclude</u> parent/legal guardian consent forms, which are (now) covered by SD51-06C-31, Attendance – School-Sponsored Activities, Events and Programs (Retain for 6 years after end of school year, then destroy.)
			<i>Consent Forms covered by SD51-06C-31:</i> Attendance – School-Sponsored Activities, Events and Programs	Retain for 6 years after end of school year, then destroy.	
SD51-04-10 ver. 7.1 p. 48 ver. 7.2 p. 44	Absence Case File	6 years.	Truancy Case File	Retain for 6 years after case closed or 6 years after student leaves/withdraws from school district, whichever is later then destroy.	Changed title, updated description and improved cut-off language.
SD51-04-01 ver. 7.1 p. 48 ver. 7.2 p.45	Absence Excuse	Retain for current school year.	Absence (Student) – Grades K-8	Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner, then destroy.	Title, description, and cut-off enhanced. At the request of the SAO, records relating to student absence (both excused and unexcused) are needed for audit purposes for grades K-8. Now covers K-8 records from SD51-04-01.



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Version 7.1 DAN	Version 7.1 Title	Version 7.1 Retention	Version 7.2 Title	Version 7.2 Retention	Change and/or rationale
SD51-04-05 ver. 7.1 p. 50 ver. 7.2 p. 47	<i>Classroom Attendance Source Documentation</i>	3 years or until completion of State Auditor’s examination report.	<i>Attendance</i>	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner then destroy.	Title broadened to encompass all learning environments; description enhanced to include pre-K; language added alongside bubble sheets to ensure that “student identifiers” are retained; retention increased from 3 to 4 years <i>or audit</i> (per SAO request). Now covers records from SD51-04-04 and SD51-04-08.
SD51-04-07 ver. 7.1 p. 51 ver. 7.2 p. 47	<i>Compulsory School Attendance Truancy Petition/Disposition Logs</i>	Last entry in log plus 6 years.	<i>Truancy Petition/ Disposition Log</i>	Retain for 6 years after last entry then destroy.	Minor language changes.
SD51-04-14 ver. 7.1 p. 51 ver. 7.2 p. 45	<i>Late Arrival and Early Departure Logs</i>	Retain for current school year.	<i>Student Tracking</i>	Retain until end of fiscal year then destroy.	Consolidated records relating to student whereabouts while at school. End of fiscal year allows opportunity to resolve outstanding issues. Includes records from SD51-04-13. Note: Admit slips and hall passes are covered by <i>CORE</i> series GS50-02-05 (<i>Transitory Records</i>) .
SD51-05J-04 ver. 7.1 p. 61 ver. 7.2 p. 53	<i>Registration – Student Assignment</i>	Enrollment plus 2 years	<i>Enrollment</i>	Retain for 2 years after student leaves/withdraws from school/ district and completion of State Auditor’s examination report then destroy.	Clarified title and description; modified retention to ensure records are retained for audit purposes.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.1 records series listed on the left have been discontinued. DANs that cover the affected records series are listed on the right.

Discontinued DAN	Ver. 7.1 Function: Activity	Version 7.1 Title	Version 7.1 Retention	Version 7.2 Function: Activity	Use:	Version 7.2 Title	Version 7.2 Retention
SD51-01-48 p.5	Agency Mgmt.: Admin (Gen.)	Superintendent of Public Instruction Bulletins/ Memoranda	Destroy after superseded or expired.	Records with Minimal Retention Value	CORE DAN: GS50-02-03 p. 158	General Information – External	Retain until no longer needed for agency business.
SD51-20-11 p. 13	Risk Mgmt/ Insurance	Accident Claims/incident Reports – Student (<i>secondary copy</i>).	Destroy at end of school year.	Records with Minimal Retention Value	CORE DAN: GS50-02-04 p. 158	Secondary (Duplicate) Copies	Retain until no longer needed for agency business.
SD51-20-07 p. 13	Risk Mgmt/ Insurance	Approval for Use of Private Vehicles for Student Transportation – With Accident/Incident	Destroy after student reaches age 21, or 3 years after accident/ incident, whichever is longer.	Agency Mgmt: Risk Mgmt/ Insurance	CORE DAN GS50-06C-03 p.27	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.
					CORE DAN GS2010-081 p. 27	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.
				Agency Mgmt: Legal	CORE DAN GS50-01-10 p.22	Claims for Damages	Retain for 6 years after claim closed then destroy.
					CORE DAN GS53-02-04 p. 23	Litigation Case Files	Retain for 10 years after case closed then arrange for appraisal by WSA.



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SD51-06C-05 p. 13	Risk Mgmt/ Insurance	Approval For Use Of Private Vehicles For Student Transportation – Without Accident/Incident	Destroy after 6 years.	Attendance/ Absence	SD51-06C-31 p. 42	Attendance – School- Sponsored Activities, Events and Programs	Retain for 6 years after end of school year then destroy.
SD51-05G- 08 p. 16	Operations	Bus Trip Request/Authorization	3 years.				
SD51-05G- 09 p. 16	Operations	Bus Trip Ticket Logs	6 years.				
SD51-06D-04 p. 45	Traffic Safety	Student Attendance Lists/ Record Card	6 years.				
SD51-06D-06 p. 45	Traffic Safety	Traffic Safety Parent/Legal Guardian Permission Statements	Until Traffic Safety Certificate has been awarded to student, or student has withdrawn from program.				
SD51-06D-05 p. 45	Traffic Safety	Student Traffic Safety Certificates	2 years after student graduates or withdraws.	Student Records	SD51-05F-07 p. 38	Student Cumulative Folder (aka Student File Folder)	2 years after student graduates or withdraws.



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SD51-04-02 p. 48	Attendance	Absence Notification	Retain for current school year.	Attendance/ Absence	SD51-04-01 p. 45 OR	Absence (Student) – Grades K-8 OR	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner, then destroy.
SD51-04-03 p. 49	Attendance	Absence Notification Report	Retain for current school year.		SD2011-154 p. 46 OR	Absence (Student) – Grades 9-12 OR	Retain for 1 year after end of fiscal year then destroy.
					SD51-04-10 p. 44	Truancy Case Files	Retain for 6 years after case closed or 6 years after student leaves/withdraws from school district, whichever is later, then destroy.
SD51-04-11 p. 49	Attendance	Absence Reports	3 years or until completion of SAO examination report.	Agency Mgmt: Reporting	SD51-01-37 p. 12	Office of the Superintendent of Public Instruction (OSPI) – General	Retain for 4 years after submission of report or completion of State Auditor’s examination report, whichever is sooner, then destroy.
SD51-04-12 p. 49	Attendance	Admit Slips	Retain for current school year.	Records with Minimal Retention Value	CORE DAN GS50-02-05 p. 159	Transitory Records	Retain until no longer needed for agency business then destroy.



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Discontinued DAN	Ver. 7.1 Function: Activity	Version 7.1 Title	Version 7.1 Retention	Version 7.2 Function: Activity	Use:	Version 7.2 Title	Version 7.2 Retention
SD51-04-04 p. 50	Attendance	Attendance Record, Individual Student	3 years or until completion of SAO examination report.	Attendance/Absence	SD51-04-05 p. 47	Attendance	Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner then destroy.
SD51-04-13 p. 50	Attendance	Bus/Pick-Up Changes – Temporary Authorization	Retain for current school year.	Attendance/Absence	SD51-04-14 p. 46	Student Tracking	Retain until end of fiscal year then destroy.
SD51-04-08 p. 51	Attendance	Daily Period Attendance Input	Retain for current school year.	Attendance/Absence	SD51-04-05 p. 47	Attendance	Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner then destroy.
SD51-04-06 p. 51	Attendance	Statistical Reports on School Absences Required by the Superintendent of Public Instruction – Building Level	3 years or until completion of SAO examination report	Agency Mgmt: Reporting	SD51-01-37 p. 12	Office of the Superintendent of Public Instruction (OSPI) – General	Retain for 4 years after submission of report or completion of State Auditor's examination report, whichever is sooner then destroy.
SD51-04-09 p. 52	Attendance	Statistical Reports on School Absences Required by the Superintendent of Public Instruction – District-Level	3 years or until completion of SAO examination report.				