

## Using Records Retention Schedules: How Long Do School District P-223 Forms Need to Be Kept?

**Purpose:** Provide guidance to school districts on how long monthly enrollment (P-223) forms reported to the Office of the Superintendent of Public Instruction (OSPI) need to be retained.

The minimum retention period for monthly enrollment reporting (P-223) forms submitted to the Office of the Superintendent of Public Instruction (OSPI) is listed in the *Public Schools (K-12) Records Retention Schedule* approved by the Local Records Committee in accordance with RCW 40.14.070.

**P-223 Forms – 4 years OR Until Completion of State Auditor’s Examination Report, (whichever is sooner)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-37 Rev. 3	<p><b>Reporting – Office of the Superintendent of Public Instruction (OSPI) – General</b></p> <p>Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with Title 28A RCW and Title 392 WAC, where not covered by a more specific records series. Includes reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, corrections, etc.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Alternative Learning Experience (ALE) enrollment (WAC 392-121-182);</li> <li>• Apportionment, enrollment count, P-223, attendance/absence report, etc.;</li> <li>• Essential Academic Learning Requirements (EALR) implementation verification reports (RCW 28A-230-095);</li> <li>• Ethnicity and race data (RCW 28A.300.505);</li> <li>• Graduation and dropout data;</li> <li>• School safety plan summary (RCW 28A.600.477);</li> <li>• Truancy report;</li> <li>• Weapons and student behavior data.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>School Safety Plans (DAN SD2011-153);</i></li> <li>• <i>Student Transportation Report Records (DAN SD51-05G-07);</i></li> <li>• <i>Reporting/Filing (Mandatory) – Agency Management (DAN GS2012-028);</i></li> <li>• <i>Reporting to External Agencies (Mandatory) (DAN GS 19004).</i></li> </ul>	<p><b>Retain</b> for 4 years after submission of report</p> <p><i>or</i></p> <p>until completion of State Auditor’s examination report,</p> <p><i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

The *Public Schools (K-12) Records Retention Schedule* is available from Washington State Archives’ website.

**Additional advice regarding the management of public records is available from Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**