



Using Records Retention Schedules: Strategies for Managing Special Education Testing Protocols

Purpose: Provide guidance to public schools (K-12) managing special education testing protocols.

What are special education testing protocols? Special education testing protocols are tools used to evaluate a student's educational needs. Testing protocols are not developed by school districts themselves. School districts buy them from testing publishers. Different schools can use the same protocols, and protocols may be reused for multiple years.

Some schools choose to keep one master copy of the protocols and use copies for evaluations and notes. When determining retention, it's important to know whether you're looking at a master copy or use copy with notes.

- Evaluation records (including testing results/notes and eligibility decisions) and any associated use copies of the testing protocols are retained under **Special Education Program – Student History File (DAN SD51-05I-02)** in the *Public Schools (K-12) Records Retention Schedule*. These files need to be retained for a minimum of six years after the student separates from the program, and the parent/adult student must be notified before the records can be destroyed.
- Blank/master testing protocols (without evaluation notes) are retained under **Civil Rights – Compliance (DAN GS2011-171)** in the *Local Government Common Records Retention Schedule (CORE)*. The Protocols may be destroyed 6 years after end of calendar year and no longer needed for agency business. There is no requirement to notify parents or students of the destruction of the Protocols.

Remember that these retention periods are the minimum. We also recommend bringing any concerns about the retention of testing protocols to your agency's legal counsel.

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

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**