

## Using Records Retention Schedules: What to Do When a Student Moves to a New District

**Purpose:** Provide guidance to schools and educational service districts on the management of the Official Student Record and the Student Cumulative Folder when a student transfers to a new district.

***Send a copy, keep the original.***

Each district is responsible for retaining the original record of their own activities. This means that the district that created the file is responsible for retaining the original copy until it has met its minimum retention period, even if the student has transferred to a new district, in accordance with WAC 434-615-020.

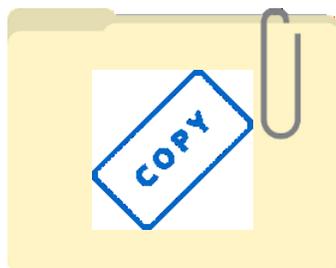
- When a student transfers to a new district, the new district needs access to the information in the student's records.
- However, the old district still needs the original records as evidence of their actions. Therefore, the old district must retain the original records for the full retention period.

### What is the old district *required* to send to the new district?

A COPY of both the student's cumulative folder and the student's official record must be sent to the receiving district and the ORIGINALS must be retained by the old district, in accordance with RCW 28A.225.330.

### When a student moves to a new district, does the new district become responsible for retaining the records they receive from the old district?

**YES.** The new district is responsible for retaining documentation of that student *as they arrived* up through their departure. Therefore, new districts must retain the records that came with the student from the old district, as well as those that document the student's progress and activities while enrolled in the district.



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)