

# BASICS OF MANAGING SCHOOL PERSONNEL RECORDS

WASHINGTON



Secretary of State  
Washington State Archives

# AGENDA

1. Basics
2. Retention Schedules
3. School Personnel  
Records
4. Q & A



# WHAT IS RECORDS MANAGEMENT?

Records Management is **control** at every stage of a record's lifecycle.



# BENEFITS OF MANAGING RECORDS

- Enables the agency to fulfill its mission
- Promotes cost-effective use of agency resources
- Strengthens transparent and accountable government
- Reduces Agency Risk

# WHAT IS A PUBLIC RECORD?

## A public record is:

- ❑ ANYTHING made or received in the transaction of public business
- ❑ Regardless of format

Invoice? **Public record.**

Database entry? **Public record.**

E-mail? **Public record.**

Voicemail? **Public record.**

# PUBLIC RECORDS ARE PUBLIC PROPERTY

***All public records are the property of the state of Washington.*** (RCW 40.14.020)

***Anyone who destroys, conceals, erases or falsifies a public record...is guilty of a class B felony.*** (RCW 40.16.020)

# WE'RE ALL CONTENT CREATORS

You could be stuck on a ferry  
texting your boss on your  
personal cellphone.

If it's about work,  
it's a **public record**.



Evergreen Point Floating Bridge,  
Department of Transportation, Agency Library,  
Photograph Collections, Washington State Archives,  
Digital Archives.

# BORN DIGITAL RECORDS

***Maintain electronic records in electronic format...for the length of the retention period.***

(WAC 434-662-040)



Initiative 207 Petitions, 1960, Merle Junk, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives.



# How Do I Know WHAT TO KEEP?

Agencies have the ongoing legal authority to disposition public records using...

## RECORDS RETENTION SCHEDULES

***The State & Local Records Committees review and approve the retention schedules.***

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)

# WHICH SCHEDULE(S) DO I USE?

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)

State Agencies or Local Governments

Records Retention Schedules or Select your **type** of agency

*State General* or *Local (CORE)*  
*+ Public Schools (K-12) Records Retention Schedule*

# RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	<p><b>Meetings – Staff and Internal Committees</b></p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p><b>Includes</b>, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p><b>Excludes</b> records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Advisory Body Records (DAN GS 10015);</i></li> <li>• <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i></li> <li>• <i>Meeting Arrangements (DAN GS 09024);</i></li> <li>• <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i></li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**\* You cannot destroy or transfer records without a DAN**

# DIGITIZING PAPER RECORDS

## ARCHIVAL vs. NON-ARCHIVAL

Transfer original format  
to Archives

Follow our published  
requirements

**PLAN** before you scan.  
Digitization is time-consuming, expensive & labor intensive.

keep **PUBLIC RECORDS** for  
**MINIMUM RETENTION**

**Destroy**

or

**Transfer**

# HOLD IT!



State Patrol Welcome Lodges, 1938,  
State Library Photograph Collection, 1851-1990,  
Washington State Archives, Digital Archives.

Records responsive to

**Litigation Holds**

**Public Records Requests**

must be retained until matter is resolved.

# WHAT CAN I DESTROY NOW?



- Drafts
- Empty forms
- Working documents
- Duplicate copies
- Records formalized elsewhere
- Reference materials
- Personal, non-work related material

# FIND THE RIGHT DAN

## How to find the right DAN:

### 1. Ask clarifying questions.

- Is the record unique to your agency?
- Who** is doing what to whom?
- Why** was the record created/received?
- What** is the record about?

### 2. Review your approved schedules.

- Browse the schedules by table of contents, subject index, and keyword search.

### 3. Reach out.



## Example: Training Records

### 1. Do the records relate to:

- Training your agency provides?
  - Is it mandatory or does it result in credits/certifications?
- Training an employee receives?
  - Is certification required?

### 2. Review

- Agency and Human Resource Management** sections of CORE, Public Schools and State General schedule.

### 3. Reach Out

# MISCONDUCT

Example:  
**Employee  
Misconduct**

## 1. Do the records relate to:

- Sexual abuse or assault?
- Physical or verbal abuse?
- Other?

## 2. Review

- Misconduct** sections of Public Schools and State General schedule, and **Employee Development** section of CORE schedule.

## 3. Reach Out

# RETIREMENT BENEFIT ELIGIBILITY VERIFICATION

## Department of Retirement Systems (DRS) Requirements

### Records must contain the following elements:

- Full name, date of birth, and SSN
- Service and break-in-service dates, including type of leave
- Hours worked per month
- Employee's rate of pay
- Eligibility determination

# LONG-TERM RETENTION

## Managing Extensive Retention

- Secure confidential information
- Keep only what you need
- Consider a database
- Ensure paper storage is cool, dry, free of rodents/insects
- Have a conversion/migration plan in place for electronic files
- Backup essential records

# RETENTION SCHEDULE UPDATES

**We want to  
hear from you**  
😊

If there have been changes in...

- Language and terminology
- Business value
- Legal & regulatory requirements
- Agency functions

# SAY HELLO!



**WASHINGTON**  
Secretary of State

Washington State Archives

**THE RECORDS MANAGEMENT TEAM IS  
HERE FOR YOU WITH  
FREE CONSULTATION, TRAINING,  
& ADVICE.**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
(360) 586-4901**