

BASICS OF MANAGING SCHOOL RECORDS



Secretary of State
Washington State Archives

AGENDA

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



Meeting, 1960, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives

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

State Agencies or Local Governments

Records Retention Schedules or select your type of agency

State General Schedule or *CORE Schedule*
+ *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>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS 10015);</i> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i> • <i>Meeting Arrangements (DAN GS 09024);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i> 	<p>Retain for 2 years after end of calendar year <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</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!



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.

PERMISSION

Example: **Student Permission Slips**

1. **Do the records relate to:**

- Attendance of a school function?
- Media/internet access?
- Recordings of students?
- School-administered health care?

2. **Review**

- Student Administration and Services** section of Public Schools schedule.

3. **Reach Out**

OFFICIAL VS. CUMULATIVE

Official Student Record vs. Student Cumulative File

Official Student Records

- Official transcript
- Changes made to transcript

Student Cumulative File

- Identifying Information
- Progress reports
- Standardized test/assessment results
- Student accomplishments
- Entry and withdrawal dates

MOVING ON

What happens when a student moves?

Send a copy, keep the original.

A copy of the student's cumulative folder and official record must be sent to the new district, and the originals must be retained by the old district.

(RCW 28A.225.330)

SPED FILES

Special Ed Student History File Notifications

Backlog

- Consult your legal team
- Contact family/student
- Publish notices with destruction date

Point Forward

- Notify parent/student during enrollment or graduation/withdrawal

STUDENT EMAIL

Managing Student Email

It's your responsibility if the students are conducting business on behalf of the school/district.

It's not your responsibility if students are using email for class work, extracurricular activities, and personal communication.

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
recordsmanagement@sos.wa.gov
(360) 586-4901**