

**This schedule applies to: Public Schools (K-12) and Educational Service Districts**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of public schools (such as those operated by school districts, charter schools, state government agencies, etc.) as well as educational service districts. This schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all government agencies.

**Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of agency resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

**Authority**

This records retention schedule was approved for the use by local governments by the Local Records Committee in accordance with RCW 40.14.070 on June 3, 2020.

*Signature on File*

**For the State Auditor: Al Rose**

*Signature on File*

**For the Attorney General: Matt Kernutt**

*Signature on File*

**The State Archivist: Steve Excell**

This records retention schedule was approved for use by state agencies by the State Records Committee in accordance with RCW 40.14.050 on June 3, 2020.

*Signature on File*

**For the State Auditor:  
Al Rose**

*Signature on File*

**For the Attorney General:  
Suzanne Becker**

-

**For the Office of Financial Management:  
Gwen Stamey**

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**The State Archivist:  
Steve Excell**

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to school districts, educational service districts, Washington State School for the Blind, and Washington School for the Deaf are revoked. Agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Revision History**

Version	Date Approved	Extent of Revision
1.0	1976	Initial version.
2.0	1980	
2.1	1982-1983	
3.0	January 1986	Major revision. Major revision and multiple updates.
4.0	March 31, 1994	
5.0	March 1999	
5.1	July 2001	
5.2	December 2001	
6.0	March 27, 2003	
6.1	May 2007	Online version; updated electronic records information.
7.0	July 29, 2008	Major revision. Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the now begin with the prefix "SD".
7.1	July 30, 2009	Changes to structure/format only; no changes to records series. Indexes added.
7.2	September 29, 2011	Attendance/Absence section completely revised. Records series covering field trips and parental permissions updated. Two new records series added, 14 revised, and 18 discontinued. (Please see Revision Guide for details.) Revision numbers added and previous revision notes removed. Secondary record column deleted. (Secondary records are covered by CORE DAN GS50-02-04.)

SUPERSEDED

8.0	November 29, 2012	Major revision. Health Services section updated. Reformatted entire schedule. 13 new series added; 15 modified for state audit requirements. Archival designations changed. Removed series covered by <i>CORE</i> . (All changes are detailed in the Revision Guide.)
8.1	September 25, 2014	<b>Student Assessment</b> updated, including mandatory state <u>and</u> optional school/district testing. <b>Student Assignment</b> updated, including special programs as defined by statute (highly capable, transitional bilingual, etc.). New series added to cover <b>certificated years of experience</b> , investigations of <b>employee sexual misconduct</b> , investigations of <b>employee physical/verbal abuse</b> , <u>and</u> <b>bus light/sign failure to stop violation</b> records. Total of 9 new series added; 20 modified for accuracy, clarity and end-user ease. Removed 1 series covered by <i>CORE</i> . (All changes are detailed in the Summary of Changes.)
8.2	December 18, 2014	Retention and disposition action modified in SD2014-020 ( <b>employee sexual misconduct</b> ) and <b>SD2014-021 (employee physical/verbal abuse)</b> to specify that in the event the accused dies before reaching age 80, the associated records need to be retained for a total of 30 years or 10 years (respectively) after date of the <i>most recent accusation and completion of investigation</i> (if any). (All changes are detailed in the Summary of Changes.)
8.3	June 3, 2020	Scope of schedule broadened to include all public (K-12) schools (including charter schools and those operated by state agencies such as the Military Department's Youth Academy, Washington State School for the Blind, and Washington School for the Deaf). Minor revisions throughout the schedule, especially with student discipline and transportation.

**SUPERSEDED**

For assistance and advice in applying this records retention schedule,

please contact your agency's Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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**SUPERSEDED**

## 1. AGENCY MANAGEMENT

This section covers records relating to agency management that are not covered by the *Local Government Common Records Retention Schedule (CORE)* / *State Government General Records Retention Schedule (SGRRS)*.

### 1.1. COMMUNITY RELATIONS

*The activity of the agency's interaction with its community.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-52 Rev. 2	<p><b>Historical Records, Materials and Artifacts from Commemorative Events and Displays</b></p> <p>Records documenting significant events or milestones of individual schools, school districts, and educational service districts, where these events are not documented in other records (such as board minutes, student transcripts, etc.)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Award lists;</li> <li>• Baccalaureate and commencement programs;</li> <li>• Cumulative class rankings;</li> <li>• Diploma order lists;</li> <li>• Exhibits;</li> <li>• Final grade point summaries;</li> <li>• Honor Roll lists;</li> <li>• Graduating class history files;</li> <li>• Student newspapers, yearbooks/annuals.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Graduate List (DAN SD51-20-10);</i></li> <li>• <i>Interscholastic Activities – Achievements (DAN SD51-20-02).</i></li> </ul> <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, posters, trophies, uniforms, etc.</i></p>	<p>Retain until no longer needed for agency business</p> <p>then</p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 1.1. COMMUNITY RELATIONS

*The activity of the agency's interaction with its community.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-08 Rev. 1	<b>Photo/Media Release – External Usage</b> Records documenting permission for non-school/district entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video, and audio recordings.	<b>Retain</b> for 6 years after end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-20-09 Rev. 1	<b>Photo/Media Release – School/District Usage</b> Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g., school newspaper, annual staff, etc.). Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	<b>Retain</b> for 6 years after image/ recording no longer being used <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-062 Rev. 0	<b>Photo/Media Release – Denial of Permission</b> Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	<b>Retain</b> until end of school year or until superseded, <i>whichever is later</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.1. COMMUNITY RELATIONS

*The activity of the agency's interaction with its community.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-35 Rev. 2	<p><b>Public Research Access Requests</b></p> <p>Records relating to requests for access to school/district records for research purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Research activity records/logs;</li> <li>• Correspondence/communications with the requester;</li> <li>• Other internal and external correspondence/communications related to the query.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Authorization For/Release of Student Records – Prior Consent Not Required (DAN SD51-05F-02);</i></li> <li>• <i>Authorization For/Release of Student Records – Prior Consent or Documentation Required (DAN SD2012-068);</i></li> <li>• <i>Public Disclosure/Records Requests (DAN GS2010-014 / GS 05001).</i></li> </ul>	<p><b>Retain</b> for 3 years after resolution of request <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2020-007 Rev. 0	<p><b>Video Consent Form for Teacher Candidate Exam Video Submission</b></p> <p>Records documenting the affirmation or denial of consent for students to be filmed as part of the requirements for an Educative Teacher Performance Assessment (edTPA) Teacher Candidate's certification.</p> <p><i>Note: The Professional Educator Standards Board and the Office of Superintendent of Public Instruction require these records to be retained by the school/district or the Teacher Candidate's certification program.</i></p>	<p><b>Retain</b> for 6 years after destruction of video <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.2. PLANNING, MISSION, AND CHARTER

*The activity of documenting and determining the agency's objectives, and the means for obtaining them.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-07-08 Rev. 1	<b>Demographic and Enrollment Projections</b>	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-153 Rev. 1	<b>School Safety Plans</b> Records relating to the agency's plans for ensuring student and staff safety at school. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Safe school plans prepared in accordance with RCW 28A.320.125;</li> <li>• Harassment, intimidation and bullying prevention plans prepared and maintained in accordance with RCW 28A.600.477.</li> </ul>	<b>Retain</b> for 6 years after obsolete or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 1.3. REPORTING

*The activity of providing information as required by regulating authorities. Also includes voluntary reporting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-12-05 Rev. 2	<p><b>Healthy Youth Survey Results</b></p> <p>School/district results of the (voluntary) Healthy Child Student Survey sponsored by the Office of Superintendent of Public Instruction, the Departments of Health, Social and Health Services, and Commerce, and the Family Policy Council.</p> <p><i>Note: Statewide survey results are designated as Archival in accordance with the Office of Superintendent of Public Instruction's records retention schedule.</i></p>	<p><b>Retain</b> for 6 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-03C-17 Rev. 2	<p><b>Impact Aid Programs – Child Not Eligible</b></p> <p>Federal impact aid surveys completed by parents/legal guardians in accordance with 34 CFR §222.35, where the children are determined to be not eligible.</p> <p>Excludes surveys documenting children who are eligible for federal impact aid, covered by:</p> <ul style="list-style-type: none"> <li>• <i>Financial Transactions – Bond, Grant and Levy Projects (DAN GS2011-183);</i></li> <li>• <i>Grants Received by Agency (DAN GS 23004).</i></li> </ul>	<p><b>Retain</b> until submittal of the application for federal impact aid</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

### 1.3. REPORTING

*The activity of providing information as required by regulating authorities. Also includes voluntary reporting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-37 Rev. 3	<p><b>Reporting – Office of Superintendent of Public Instruction (OSPI) – General</b></p> <p>Records relating to reports required to be submitted to the Office of 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, <i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 1.3. REPORTING

*The activity of providing information as required by regulating authorities. Also includes voluntary reporting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-063 Rev. 1	<p><b>Reporting – Student Health and Safety</b></p> <p>Records relating to student health and safety submitted to the regulatory agencies as required by federal, state, or local law, or by school/district policy, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports of suspected cases, outbreaks, and suspected outbreaks of communicable diseases to the local health department in accordance with WAC 246-101-420;</li> <li>• Annual immunization status report submitted to the Department of Health in accordance with RCW 28A.210.110(3);</li> <li>• Data collected from schools and summary reports that detect, prevent and control communicable diseases;</li> <li>• Correspondence, such as confirmation of submission, inquiries, etc.;</li> <li>• Records documenting revisions/corrections.</li> </ul> <p><i>Note: Health Departments/Districts and Department of Health retain the reports in accordance with their retention schedules.</i></p>	<p><b>Retain</b> for 4 years after submission of report</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



### 1.3. REPORTING

*The activity of providing information as required by regulating authorities. Also includes voluntary reporting.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-03 Rev. 2	<p><b>Reporting – Suspected Child Abuse</b></p> <p>Records relating to suspected child abuse as reported to the Department of Children, Youth, and Families (DCYF) Child Protective Services (CPS), or to the proper law enforcement agency in accordance with RCW 26.44.030. Reports are compiled by agency personnel regarding students who indicate they may be victims of abuse, and are reported within 24 hours to CPS for investigating.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Communications regarding abuse;</li> <li>• Records documenting conversations with students;</li> <li>• Reports to CPS;</li> <li>• Correspondence, such as confirmation of submission, inquiries, etc.;</li> <li>• Records documenting revisions/corrections.</li> </ul>	<p><b>Retain</b> for 6 years after submission of report <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

**1.4. SUPERINTENDENT**

*See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2020-001 Rev. 0	<p><b>Accreditation (Applications/Maintenance)</b></p> <p>Records related to the compiling and submission of statistical, descriptive, and evaluative materials in applying for or subsequent maintenance of accreditation for a school by a professional association that sets the standards for that particular discipline (Northwest Accreditation Commission (NWAC), Educational Service Districts (ESDs), or other accrediting bodies recognized by the United States Department of Education).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Self-evaluation of the School Improvement Plan (SIP) and/or SIP planning process;</li> <li>• Evaluation conducted by accrediting body.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Basic Education Act Compliance (DAN SD51-05-10);</i></li> <li>• <i>Accreditation (Outcome) (DAN SD51-05-11).</i></li> </ul>	<p><b>Retain</b> for 6 years after end of accreditation/denial or until superseded by new accreditation</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

#### 1.4. SUPERINTENDENT

See *CORE – Agency Management* for additional executive records relating to the management and day-to-day operations of the district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05-11 Rev. 2	<p><b>Accreditation (Outcome)</b></p> <p>Records documenting the granting/loss of accreditation for a school by a professional association that sets the standards for that particular discipline (e.g., Northwest Accreditation Commission (NWAC), Educational Service Districts (ESDs), or other accrediting bodies recognized by the United States Department of Education). Accreditation is a voluntary process for granting public recognition to institutions that meet external standards of quality.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Certificate of accreditation.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Basic Education Act Compliance (DAN SD51-05-10);</i></li> <li>• <i>Accreditation (Applications/Maintenance) (DAN SD2020-001).</i></li> </ul>	<p><b>Retain</b> for 6 years after end of accreditation <i>or</i> until superseded by new accreditation</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
SD51-05-10 Rev. 1	<p><b>Basic Education Act Compliance</b></p> <p>Records relating to annual review of the district’s K-12 programs – and reporting to the Washington State Board of Education – to confirm compliance (or non-compliance) with the minimum requirements of the Basic Education Act in accordance with WAC 180-16-195. Includes waiver requests and results.</p> <p><i>Note: This record is retained by the Office of Superintendent of Public Instruction for 25 years in accordance with its records retention schedule.</i></p>	<p><b>Retain</b> for 6 years after end of calendar year</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

#### 1.4. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05-06 Rev. 1	<b>Official District Negotiated School Calendars</b>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
SD51-05-13 Rev. 3	<b>Superintendent of Schools (General)</b> Records documenting the official duties and actions of the school/district's Superintendent of Schools pursuant to RCW 28A.400.030, where not covered by a more specific records series. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Official statement of graduating class.</li> </ul> Excludes records covered by: <ul style="list-style-type: none"> <li>• <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i></li> <li>• <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004).</i></li> </ul>	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED

**1.5. TRAINING**

*The activity of the agency providing training to agency employees, contractors, customers, or the public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04G-01 Rev. 2	<p><b>Agency-Provided Training – In-Service Education Programs</b></p> <p>Records documenting approved in-service education programs provided by the local government agency to the public, customers, contractors, or agency employees, where continuing education credits/clock hours are awarded in accordance with WAC 181-85-205.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Curricula, materials presented, tests administered, etc.;</li> <li>• Attendee lists and sign-in sheets, test results, evaluations, etc.;</li> <li>• Certification/hours/credits/points awarded;</li> <li>• All other records required by WAC 181-85-205.</li> </ul> <p><i>Note: Retention based on 7-year requirement for in-service education records (WAC 181-85-205).</i></p>	<p><b>Retain</b> for 7 years after in-service program completed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

## 2. EDUCATIONAL SERVICE DISTRICTS

### 2.1. LEARNING RESOURCE CENTER

Reference chapter 28A.310 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-13-03 Rev. 0	<i>Learning Resource Center (LRC) Selection Advisory Committee Purchase Recommendations (Voting Tabulation)</i>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-13-04 Rev. 0	<i>Teacher Evaluation Forms of Learning Resource Center (LRC) Collections</i> Includes files, etc.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

**2.2. TEACHER CERTIFICATION**

*Reference chapter 28A.410 RCW.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-14-02 Rev. 0	<b><i>Certificate Information Summary</i></b> Computed data.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-14-04 Rev. 0	<b><i>Professional Education Permits – Temporary</i></b>	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**SUPERSEDED**

### 3. FINANCIAL MANAGEMENT

This section covers records relating to financial management which are not covered by the *Local Government Common Records Retention Schedule (CORE)* / *State Government General Records Retention Schedule*.

#### 3.1. BUDGET

*The activity of determining estimates of the agency's future revenue and expenditures.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-02-03 Rev. 1	<p><b>Apportionment Report from OSPI</b></p> <p>Apportionment report received from the Office of Superintendent of Public Instruction (OSPI) informing the district of its funding allocation.</p> <p><i>Note: OSPI's copies of these reports are designated Archival in accordance with its records retention schedule.</i></p>	<p><b>Retain</b> for 4 years after date of report or until completion of State Auditor's examination report, whichever is sooner then <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-02A-04 Rev. 1	<p><b>Budget Revision Requests</b></p> <p>Formal requests to revise a budget that has already been adopted.</p>	<p><b>Retain</b> for 6 years after end of fiscal year then <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 4. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management **where not covered by** the *Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule*.

### 4.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

*The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-020 Rev. 1	<p><b>Employee Sexual Misconduct Accusations/Investigations – Sustained and Unfounded</b></p> <p>Records relating to investigations of sexual misconduct as defined by WAC 181-88-060 (allegedly) committed by an employee as defined by WAC 181-88-020.</p> <p>Also includes investigations of sexual misconduct accusations where the employee retains employment with the district, and/or investigations of sexual misconduct where there is not sufficient information to conclude that the misconduct occurred, and/or accusations of sexual misconduct where the school/district decides not to proceed with an investigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accusation(s) and decision(s) not to investigate;</li> <li>• Complaint initiating the investigation; investigative reports, statements, taped information, corrective action, correspondence and notes;</li> <li>• Investigative summary report;</li> <li>• Rebuttal documents (RCW 28A.400.301(12));</li> <li>• Correspondence and reports to/from OSPI.</li> </ul> <p><i>Reference: Limitation of actions RCW 9A.04.080(1)(c).</i></p> <p><i>Note: (Some of) these records may be exempt from public disclosure. RCW 42.56.230(3). For guidance on the disclosure of these records, please consult your agency attorney.</i></p>	<p><b>Retain</b> until subject of allegation(s) reaches age 80</p> <p><i>or</i></p> <p>If subject of allegation(s) dies prior to reaching age 80, retain for 30 years after date of most recent accusation &amp; completion of investigation/decision not to investigate</p> <p><i>or</i></p> <p>30 years after date of separation from employment, <i>whichever is earlier</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

#### 4.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

*The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-021 Rev. 1	<p><b><i>Employee Verbal Abuse/Physical Abuse Accusations/Investigations – Sustained and Unfounded</i></b></p> <p>Records relating to investigation of verbal abuse or physical abuse as defined by chapter 181-88 WAC, (allegedly) committed by an employee as defined by WAC 181-88-020.</p> <p>Also includes investigations of verbal or physical abuse accusations where the employee retains employment with the district and/or investigations of verbal or physical abuse accusations where there is not sufficient information to conclude that the abuse occurred, and/or accusations of verbal or physical abuse where the school/district decides not to proceed with an investigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accusation(s) and decision(s) not to investigate;</li> <li>• Complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes;</li> <li>• Investigative summary report;</li> <li>• Rebuttal documents (RCW 28A.400.301(12));</li> <li>• Correspondence and reports to/from OSPI.</li> </ul> <p><i>Reference: Limitation of actions RCW 9A.04.080(1)(b).</i></p> <p><i>Note: (Some of) these records may be exempt from public disclosure. RCW 42.56.230(3). For guidance on the disclosure of these records, please consult your agency attorney.</i></p>	<p><b>Retain</b> until subject of allegation(s) reaches age 80</p> <p><i>or</i></p> <p>If subject of allegation(s) dies prior to reaching age 80, retain for 10 years after date of most recent accusation &amp; completion of investigation/decision not to investigate</p> <p><i>or</i></p> <p>10 years after date of separation from employment, <i>whichever is earlier</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4.2. PERSONNEL

*The activity of documenting an individual's employment with the agency. Includes volunteers.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-022 Rev. 1	<p><b><i>Certificated Years of Experience</i></b></p> <p>Records documenting certificated employee work experience as defined by WAC 392-121-264, which is used for future salary computation verification purposes pursuant to WAC 392-121-280.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i></li> <li>• <i>Retirement Verification (DAN GS 03032).</i></li> </ul> <p><i>Note: Retention based on consistency with OSPI's retention requirements.</i></p>	<p><b>Retain</b> for 60 years after expiration or renewal of certification</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
SD51-01-46 Rev. 1	<p><b><i>Signature of Receipt Record</i></b></p> <p>Receipts or lists signed by employees to verify receipt of instructions, or documents such as paychecks, leave/ benefit reports, retirement system accounting statements, etc.</p>	<p><b>Retain</b> for 1 year after end of school year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

### 4.3. STAFF DEVELOPMENT

*The activity of enhancing employees' competencies and skills through programs and training.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04G-03 Rev. 2	<p><b>List of HIV/AIDS and Hepatitis B Virus (HBV) Trained Employees</b></p> <p>List of public school employees who have been educated about the transmission, prevention, and treatment of HIV/AIDS pursuant to RCW 70.24.290 &amp; chapter 392-198 WAC, and other blood-borne pathogens pursuant to Washington Industrial Safety and Health Act (WISHA) standards pursuant to chapter 49.17 RCW and chapter 296-823 WAC.</p> <p>Excludes individual employee training records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Employee Work History (DAN GS50-04B-06);</i></li> <li>• <i>Personnel – Employment Work History Files (DAN GS03042).</i></li> </ul> <p><i>Note: Retention based on 30-year requirement for employee exposure records (WAC 296-802-20010).</i></p>	<p>Retain for 30 years after end of school year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 5. STUDENT LEARNING

### 5.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-02 Rev. 2	<p><b>Administration of Federal and State Categorical Grant Programs</b></p> <p>Records relating to the administration of federal and state categorical grant-funded programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• District- or school-wide notifications/information distributed to parents/legal guardians/students about educational opportunities and services;</li> <li>• Student information (names/eligibility lists, copies of test scores, etc.);</li> <li>• Staff information (copies of employment applications, payroll/stubs, etc.);</li> <li>• Budget, inventory of equipment, legal reports, pre- and post-test data, comparability reports, evaluations;</li> <li>• Promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.).</li> </ul> <p><i>Note: Some records covered by this series (e.g., individual student records, employment applications and payroll, etc.) are <u>also</u> covered more specifically elsewhere. Records that serve multiple purposes must be retained for the longest of the applicable minimum retention periods.</i></p>	<p><b>Retain</b> until completion of State Auditor’s examination report</p> <p><i>and</i></p> <p>retain for period required by grant or program</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**5.1. CURRICULUM**

*The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-04 Rev. 1	<b>Course Additions, Deletions, and Changes</b>	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-19 Rev. 2	<b>Course Description Catalog</b> A publication for parents/guardians and students containing a comprehensive list and description of grade level courses offered annually. May include prerequisites, electives, and other curriculum based information.	<b>Retain</b> until superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR

SUPERSEDED

## 5.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-11 Rev. 3	<p><b><i>Curriculum Requests/Waivers/Substitutions</i></b></p> <p>Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests for curriculum requirement waivers;</li> <li>• Requests to take classes outside of the school/district;</li> <li>• Denial/approval of request;</li> <li>• Communications to and from parent/legal guardian.</li> </ul> <p>Examples of waivers include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Physical education waivers for health reasons;</li> <li>• HIV/AIDS or sex education waivers (RCW 28A.230.070(4) or RCW 28A.300.475(6));</li> <li>• Washington state history or math waivers (chapter 180-51 WAC).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Student “surveys” used to plan staffing and course offering, that do NOT require authorizing signature, covered by <i>Organizing/Monitoring Work in Progress (DAN GS2016-008 / GS 50011)</i>;</li> <li>• State assessment waivers covered by <i>Standardized Achievement Tests – Communications and Requests (DAN SD2014-025)</i>.</li> </ul>	<p><b>Retain</b> for 5 years after end of school year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 5.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-05 Rev. 2	<p><b><i>Curriculum Summaries and Guides</i></b></p> <p>Records relating to publications created by the school or district which support the information provided in the Course Description Catalog. Records reflect statewide curriculum requirements and guidelines, showing what is to be taught, how it will be taught, and how students' performance will be evaluated.</p> <p>Includes records that reflect the following:</p> <ul style="list-style-type: none"> <li>• Concepts to be taught;</li> <li>• Methods of instruction used;</li> <li>• Student performance objectives and evaluation criteria used;</li> <li>• Activities that will enable students to accomplish objectives.</li> </ul> <p>Excludes records covered by <i>Course Description Catalog (DAN SD51-06A-19)</i>.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-06 Rev. 2	<p><b><i>Essential Academic Learning Requirements (EALR) – Program Files</i></b></p> <ol style="list-style-type: none"> <li>1. A complete set of student learning objectives for each core subject.</li> <li>2. Community input data for development of EALR student learning objectives.</li> <li>3. Evaluation data for each EALR.</li> </ol> <p>Excludes information verification reports covered by <i>Reporting – Office of Superintendent of Public Instruction (OSPI) – General (DAN SD51-01-37)</i>.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-07 Rev. 1	<p><b><i>Essential Academic Learning Requirements (EALR) – Program Results</i></b></p>	<p>Retain until test data compiled and issued <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-09 Rev. 1	<b>Essential Academic Learning Requirements (EALR) – Individual Reports</b>	<b>Retain</b> until test data compiled and issued <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-08 Rev. 2	<b>Graduation Requirements</b> Statement of courses and credits required for graduation that is approved by the school/district's governing body. Includes locally adopted high school graduation requirements (and procedures for equivalencies) for career and technical high school courses offered in high schools and skills centers in accordance with RCW 28A.230.097, and alternative high school graduation requirements adopted in accordance with WAC 180-18-055.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
SD51-06A-10 Rev. 3	<b>Instructional Materials Subject File</b> Evaluation data and recommendations on instructional materials that are accrued prior to Board adoption, where not included in advisory board agenda packets. Excludes records covered by: <ul style="list-style-type: none"> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Advisory Body Records (DAN GS 10015).</i></li> </ul>	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

## 5.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-12 Rev. 0	<b><i>Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing</i></b>	<b>Retain</b> until end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-20-03 Rev. 2	<b><i>School Master Schedule</i></b> Class schedule unique to each school.	<b>Retain</b> for 6 years after end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-01-49 Rev. 0	<b><i>Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian</i></b>	<b>Retain</b> until end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.2. HOME-BASED INSTRUCTION

Reference chapter 28A.200 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09A-01 Rev. 1	<i>List of Services Provided by the School District</i>	<b>Retain</b> until no longer needed for agency purposes <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
SD51-09A-02 Rev. 1	<i>List of Students Participating in Home-Based Instruction</i>	<b>Retain</b> for 6 years after end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09A-05 Rev. 1	<b>Parent/Legal Guardian Declaration of Intent</b> Annual statement of intent by parent/ legal guardian to provide full-time or part-time home-schooling for an individual student.	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**5.2. HOME-BASED INSTRUCTION**

*Reference chapter 28A.200 RCW.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09A-03 Rev. 2	<p><b><i>Transfer of Home-Based Student to School/District</i></b> Records relating to the transfer of home-based student to school/district, including placement/evaluation test results, notice of transfer, etc.</p>	<p><b>Retain</b> for 3 years after student graduates or withdraws from district <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**SUPERSEDED**

5.3. SKILLS CENTER			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-10-02 Rev. 2	<p><b>Skills Center Patient Case Files</b></p> <p>Records of health care/treatment given to patients provided as part of an instruction program through a skills center.</p> <p><i>Note: Retention based on 8-year statute of limitations for the commencement of actions for injuries resulting from health care or related services (RCW 4.16.350).</i></p>	<p><b>Retain</b> for 8 years after last provision of health-related services <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
SD51-10-03 Rev. 2	<p><b>Skills Center Student Time Log/Sheet</b></p> <p>Log/sheet recording a student's presence/absence in a skills center course.</p>	<p><b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

#### 5.4. SPECIAL EDUCATION PROGRAM

*The activity of providing a free and appropriate education to children with disabling conditions pursuant to chapter 28A.155 RCW & chapter 392-172A WAC. Excludes records relating to Rehabilitation Act of 1973 Section 504 accommodations, which are covered in CORE – Legal Affairs.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05I-02 Rev. 3	<p><b><i>Special Education Program – Student History File</i></b></p> <p>Records relating to an individual student’s eligibility and enrollment in a Special Education program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Psychological and IQ test results;</li> <li>• Eligibility decision documentation, evaluation and other reports;</li> <li>• Individualized Education Programs (IEPs);</li> <li>• Related correspondence/communication.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Official Student Record (DAN SD51-05F-10);</i></li> <li>• <i>Special Education Program – Student History File Retention/Disposition Notification (DAN SD51-05I-03).</i></li> </ul> <p><i>Note: “Each school district shall inform parents and adult students when personally identifiable information collected, maintained, or used in compliance with this chapter is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law.” (WAC 392-172A-05235)</i></p>	<p><b>Inform</b> parent/adult student pursuant to WAC 392-172A-05235 <i>and</i> <b>Retain</b> for 6 years after separation from program <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**5.4. SPECIAL EDUCATION PROGRAM**

*The activity of providing a free and appropriate education to children with disabling conditions pursuant to chapter 28A.155 RCW & chapter 392-172A WAC. Excludes records relating to Rehabilitation Act of 1973 Section 504 accommodations, which are covered in CORE – Legal Affairs.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05I-03 Rev. 3	<p><b><i>Special Education Program – Student History File Retention/Disposition Notification</i></b> Records relating to informing parents/adult student that personally identifiable information contained in the Special Education Student History File is no longer needed to provide educational services to the child in accordance with WAC 392-172A-05235.</p>	<p><b>Retain</b> for 6 years after parent/adult student informed in accordance with WAC 392-172A-05235 <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05I-04 Rev. 2	<p><b><i>Special Education Program – Student Not Eligible</i></b> Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program.</p>	<p><b>Retain</b> for 5 years after student determined to be ineligible <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

### 5.5. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

The activity of measuring student knowledge/achievement through mandatory, standardized student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3<sup>rd</sup> party/vendor testing results, and tests included in classroom grade documentation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-025 Rev. 1	<p><b>Standardized Achievement Tests – Communications and Requests</b></p> <p>Records relating to informing parents/legal guardians about mandatory state assessments, and processing requests for waiver/substitution made on behalf of individual students.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>District- or school-wide notifications/information distributed to parents/legal guardians/students about mandatory state testing;</li> <li>Communications to and from individual parents/legal guardians regarding testing waivers, substitutions, etc.;</li> <li>Records relating to approval/denial of request, etc.</li> </ul> <p>Excludes individual student test results covered by <i>Standardized Achievement Test Results – Individual Student (DAN SD51-06A-17)</i>.</p>	<p><b>Retain</b> for 5 years after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06A-16 Rev. 2	<p><b>Standardized Achievement Test Results – Group Reports</b></p> <p>Summary of standardized achievement tests required by federal or state statute and/or the Office of Superintendent of Public Instruction (OSPI). May include scores by class, grade, program, sex, ethnic group, building, district, etc.</p> <p><i>Note: OSPI’s record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</i></p>	<p><b>Retain</b> for 5 years after date of report <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



**5.5. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)**

*The activity of measuring student knowledge/achievement through mandatory, standardized student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3<sup>rd</sup> party/vendor testing results, and tests included in classroom grade documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-17 Rev. 3	<p><b>Standardized Achievement Test Results – Individual Student</b></p> <p>Individual student results of standardized achievement tests required by federal or state statute and/or the Office of Superintendent of Public Instruction (OSPI).</p> <p>Excludes optional school/district assessments covered by <i>Student Assessments (School/District Optional) – Testing and Results (DAN SD2014-024)</i>.</p> <p><i>Note: OSPI’s record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</i></p>	<p><b>Retain</b> for 3 years after student graduates or withdraws from district</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

### 5.5. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

The activity of measuring student knowledge/achievement through mandatory, standardized student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3<sup>rd</sup> party/vendor testing results, and tests included in classroom grade documentation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-18 Rev. 3	<p><b>Standardized Achievement Testing (Mandatory)</b></p> <p>Records documenting standardized achievement testing required by federal or state statute and/or the Office of Superintendent of Public Instruction (OSPI), where OSPI is the custodian of the student responses and test results. Includes contractors.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Test booklet assignment lists, sign-in sheets/rosters, etc.;</li> <li>• All test questions and all answers regardless of format (paper or electronic), including test booklets, answer/bubble sheets, etc.;</li> <li>• Correspondence with OSPI (testing irregularities, modified testing schedules, medical exemptions, damaged/missing numbered booklets, proof of return of test materials, etc.).</li> </ul> <p>Tests/testing materials may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Measurements of Student Progress (MSP); Smarter Balanced Tests (English Language Arts, Math, etc.);</li> <li>• High School Proficiency Exam (HSPE), HSPE-Basic, Developmentally Appropriate Proficiency Exam (DAPE);</li> <li>• End of Course Exams (EOC Algebra, EOC Geometry, EOC Biology, etc.).</li> </ul> <p>Excludes English language proficiency assessments conducted pursuant to chapter 28A.180 RCW and covered by <i>Student Assignment – Special Service Programs (Transitional Bilingual Instruction)</i> (DAN SD2014-027).</p> <p>Reference Washington State Assessment Coordinators Manual on OSPI’s website.</p>	<p><b>Retain</b> until completion of testing <i>then</i> <b>Return secure test materials</b> <i>and</i> <b>Destroy</b> non-secure test materials as directed by OSPI in the current Washington State Assessment Coordinators Manual.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.6. TEACHING RECORDS

*The activity of teachers documenting their teaching plans and the performance of their students.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-074 Rev. 2	<p><b>Alternative Learning Experience (ALE)</b> Records documenting student participation in an alternative learning experience program pursuant to WAC 392-121-182. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Letter of attestation/statement of understanding;</li> <li>• District release form and/or shared agreement (if sharing student);</li> <li>• Written student learning plan (start/stop dates; approval date when district/teacher approves plan; estimated hours per week of student participation in ALE; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; HQT (highly qualified teacher) for each course; whether ALE meets the state's learning requirements, etc.);</li> <li>• Student/teacher instructional two-way interactions/contacts;</li> <li>• Monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8), including dates when occurred.</li> </ul> <p>Excludes attendance records covered by <i>Attendance (DAN SD51-04-05)</i>. <i>Note: Please consult WAC 392-121-182 for additional ALE recordkeeping requirements.</i></p>	<p><b>Retain</b> for 5 years after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06E-01 Rev. 1	<p><b>Grade Documentation – Elementary</b> To provide documentation for grades.</p>	<p><b>Retain</b> for 1 year after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.6. TEACHING RECORDS

*The activity of teachers documenting their teaching plans and the performance of their students.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06E-02 Rev. 2	<b>Grade Documentation – Secondary</b> To provide documentation for grade and credit record challenges. Includes records that document state graduation requirements, such as culminating projects, senior projects, etc.	<b>Retain</b> for 5 years after end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-09-01 Rev. 1	<b>Home/Hospital Tutoring</b> Records relating to the provision of home/hospital instruction to students who are temporarily unable to attend school for four weeks or more because of a physical and/or mental disability or illness, in accordance with WAC 392-172A-02100.	<b>Retain</b> for 6 years after application received or services provided, <i>whichever is later</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06E-03 Rev. 1	<b>Lesson Plans</b>	<b>Retain</b> for 1 year after end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2020-003 Rev. 0	<b>Papers, Projects, and Other Assignments Submitted by Students – Not Retrieved</b> Materials submitted by students in fulfillment of requirements, where the student has not retrieved the materials. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Papers, projects, and other assignments (regardless of format);</li> <li>• Student responses to exams/tests.</li> </ul>	<b>Retain</b> until end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.6. TEACHING RECORDS

*The activity of teachers documenting their teaching plans and the performance of their students.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-023 Rev. 1	<p><b><i>Student Assessments (School/District Optional) – Test Selection</i></b></p> <p>Records relating to the selection of optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc., where the test:</p> <ul style="list-style-type: none"> <li>• Is not required by federal or state statute and/or the Office of Superintendent of Public Instruction (OSPI) and is not tied to funding;</li> <li>• Is not required for high school graduation and is not tied to grade progression;</li> <li>• Results are not required to be submitted to OSPI.</li> </ul> <p>Excludes testing administration and results covered by <i>Student Assessments (School/District Optional) – Testing and Results (DAN SD2014-024)</i>.</p>	<p><b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 5.6. TEACHING RECORDS

*The activity of teachers documenting their teaching plans and the performance of their students.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-024 Rev. 1	<p><b><i>Student Assessments (School/District Optional) – Testing and Results</i></b></p> <p>Records relating to optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc., where the test:</p> <ul style="list-style-type: none"> <li>• Is not required by federal or state statute and/or OSPI and is not tied to funding;</li> <li>• Is not required for high school graduation and is not tied to grade progression;</li> <li>• Results are not required to be submitted to OSPI.</li> </ul> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Test assignment lists, sign-in sheets/rosters, scoring booklets/worksheets;</li> <li>• Test data, results and reports;</li> <li>• Measures of Academic Progress (MAP), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), etc.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Mandatory testing covered in the Student Achievement Testing (Standardized) section;</li> <li>• Test results included in classroom grade documentation covered by <i>Grade Documentation – Elementary (DAN SD51-06E-01)</i> and <i>Grade Documentation – Secondary (DAN SD51-06E-02)</i>;</li> <li>• Vendor/3rd party testing results (SAT, ACT, AP, IB) retained in <i>Student Cumulative Folder (Student File Folder) (DAN SD51-05F-07)</i>;</li> <li>• Test selection records covered by <i>Student Assessments (School/District Optional) – Test Selection (DAN SD2014-023)</i>.</li> </ul>	<p>Retain for 1 year after end of school year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6. STUDENT ADMINISTRATION

### 6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-064 Rev. 1	<p><b>Homeless Child and Youth Identification/Eligibility Determination</b></p> <p>Records relating to identifying students who lack fixed, regular and adequate nighttime residences, and determining services necessary to ensure their educational success in grades PreK-12, pursuant to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Screening/interview/intake forms and checklists (eligible and ineligible);</li> <li>• Information provided to parents/legal guardians about educational and related opportunities available to their children;</li> <li>• Outreach efforts conducted by the district homeless liaison and other district staff (notices posted at shelters, etc.);</li> <li>• Coordination with other entities and agencies.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GS50-01-24);</i></li> <li>• <i>Policies and Procedures – Agency Core Mission (DAN GS 10002).</i></li> </ul>	<p>Retain for 6 years after end of school year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6.1. STUDENT ASSIGNMENT

*The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-02 Rev. 2	<p><b>Immunization Status</b></p> <p>Records documenting a student's immunization status, including proof of immunization pursuant to RCW 28A.210.080, or certification of exemption pursuant to RCW 28A.210.090. Includes Department of Health Certificate of Immunization Status form #348-013.</p>	<p><b>Retain</b> until student graduates or withdraws <i>then</i> <b>Return</b> to parent/legal guardian or emancipated student <i>or</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2012-065 Rev. 1	<p><b>Immunization/Exemption Reporting Compliance</b></p> <p>Records documenting the school/district's efforts to achieve student compliance with immunization requirements pursuant to RCW 28A.210.080 and chapter 246-105 WAC. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Steps taken to bring students into compliance;</li> <li>• Correspondence to and from parent/legal guardian(s).</li> </ul> <p>Excludes immunization status reports covered by <i>Immunization Status (DAN SD51-09-02)</i>.</p>	<p><b>Retain</b> until compliance is achieved or student withdraws/graduates, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR



**6.1. STUDENT ASSIGNMENT**

*The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-066 Rev. 2	<p><b><i>Immunization-Related Exclusions</i></b></p> <p>Records relating to the exclusion of students from school due to failure to provide proof of immunization or certification of exemption pursuant to RCW 28A.210.120, WAC 246-105-080, and/or chapter 392-380 WAC.</p> <p>Includes exclusions due to communicable disease outbreaks pursuant to chapter 246-110 WAC.</p> <p>Excludes immunization status reports covered by <i>Immunization Status (DAN SD51-09-02)</i>.</p>	<p><b>Retain</b> for 3 years after date student excluded from school</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

## 6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-06 Rev. 3	<p><b>Student Assignment – General</b></p> <p>Records relating to the assignment of a specific student to a district, school or program where a placement process exists (such as lottery, teacher nomination, etc.).</p> <p>Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Alternative education/learning programs (online programs, math/art/science/music academies, etc.);</li> <li>• Early entrance (WAC 392-335-025) , full-day kindergarten, Montessori, etc.;</li> <li>• International Baccalaureate (IB), Advanced Placement (AP);</li> <li>• “College in school” classes (where not associated with Running Start).</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Nominations, observations, recommendations;</li> <li>• Screening/interview/intake forms and checklists (eligible and ineligible);</li> <li>• Testing results;</li> <li>• Communications with parents/legal guardians;</li> <li>• Appeals.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Special education programs regulated by chapter 28A.155 RCW;</li> <li>• Categorical/special service programs covered by SD51-06A-13, SD2014-027, and/or SD2014-026;</li> <li>• Alternative Learning Experience (ALE) programs covered by SD20122-074;</li> <li>• Home-based instruction covered by SD51-09A-01, -02, -03, and -05;</li> <li>• Student transfers covered by SD51-05J-02, SD2012-067 and SD51-09A-03.</li> </ul>	<p><b>Retain</b> for 6 years after end of school year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-13 Rev. 2	<p><b>Student Assignment – Special Service Programs (Student Not Placed)</b></p> <p>Records relating to student qualification for or placement in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute and where the student is denied placement or where the student/parent/legal guardian declines placement. See exclusions, below.</p> <p>Programs/classes may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Highly capable/gifted/talented (chapter 392-170 WAC);</li> <li>• Learning Assistance Program (LAP) (chapter 392-162 WAC);</li> <li>• Indian Education Programs (Title VII);</li> <li>• Running Start Program (chapter 392-169 WAC);</li> <li>• Dropout Reengagement Program (chapter 392-700 WAC).</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Nominations, observations, recommendations;</li> <li>• Screening/interview/intake forms and checklists;</li> <li>• Testing results;</li> <li>• Communications with parents/legal guardians;</li> <li>• Appeals.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Special education programs regulated by chapter 28A.155 RCW;</li> <li>• Transitional bilingual instruction programs regulated by chapter 28A.180 RCW;</li> <li>• <i>Homeless Child and Youth Identification/Eligibility Determination (DAN SD2012-064)</i>;</li> <li>• <i>Alternative Learning Experience (ALE) (DAN SD2012-074)</i>.</li> </ul>	<p>Retain for 1 year after placement denied or declined <i>and</i> expiration of appeal period, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-026 Rev. 0	<p><b>Student Assignment – Special Service Programs (Student Placed)</b></p> <p>Records relating to student participation in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute. See exclusions, below.</p> <p>Programs/classes include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Highly capable/gifted/talented (chapter 392-170 WAC);</li> <li>• Learning Assistance Program (LAP) (chapter 392-162 WAC);</li> <li>• Indian Education (Title VII {20 U.S.C. 7401 et seq.});</li> <li>• Running Start Program (chapter 392-169 WAC);</li> <li>• Dropout Reengagement (chapter 392-700 WAC).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Nominations, observations, recommendations;</li> <li>• Screening/interview/intake forms and checklists;</li> <li>• Testing results;</li> <li>• Communications with parents/legal guardians.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Special education programs regulated by chapter 28A.155 RCW;</li> <li>• Transitional bilingual instruction programs regulated by chapter 28A.180 RCW;</li> <li>• Homeless child and youth programs covered by SD2012-064;</li> <li>• Alternative Learning Experience (ALE) records covered by SD2012-074;</li> <li>• Grade documentation covered by SD51-06E-02.</li> </ul>	<p><b>Retain</b> for 3 years after student graduates or withdraws from district</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-027 Rev. 0	<p><b>Student Assignment – Special Service Programs (Transitional Bilingual Instruction)</b></p> <p>Records relating to determining student eligibility for and student participation in Transitional Bilingual Instruction Programs (TBIP) pursuant to chapter 28A.180 RCW, such as English Language Learners (ELL) or English as a Second Language (ESL). Includes ineligible and eligible students.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Home Language Survey (HLS) verified by parent/legal guardian or emancipated student;</li> <li>• Communications with parents/legal guardians, notifications, etc.;</li> <li>• English language proficiency assessment results (placement and annual tests);</li> <li>• Documentation pertaining to student's exit from program.</li> </ul>	<p><b>Retain</b> for 3 years after student graduates or withdraws from district <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-02 Rev. 3	<p><b>Student Assignment – Transfer Requests (Granted)</b></p> <p>Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student's resident school district (commonly referred to as boundary exceptions) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request is granted.</p>	<p><b>Retain</b> for 6 years after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 6.1. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes, and activities. Excludes Special Education records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-067 Rev. 1	<p><b>Student Assignment – Transfer Requests (Not Granted)</b></p> <p>Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student's resident school district (commonly referred to as boundary exceptions) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request is not granted.</p> <p><i>Note: School district decisions may be appealed to the Office of Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.225.230.</i></p>	<p><b>Retain</b> for 3 years after denial of request <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-04 Rev. 3	<p><b>Student Registration</b></p> <p>Records documenting student entry into and/or withdrawal from the school/district, including students who register but do not attend.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications and registration forms or cards;</li> <li>• Annual printouts verified and signed by parent/legal guardian.</li> </ul> <p>Excludes records relating to student transfers, which are covered by <i>Student Assignment – Transfer Requests (Granted) (DAN SD51-05J-02)</i>.</p>	<p><b>Retain</b> for 3 years after superseded <i>or</i> 3 years after student graduates or withdraws from school/ district, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**6.2. STUDENT ATTENDANCE/ABSENCE**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-01 Rev. 2	<p><b><i>Absence (Student) – Grades K-8</i></b> Records relating to student absence (excused and unexcused), where a truancy petition has not been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence;</li> <li>• Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.;</li> <li>• Meeting and conference notes;</li> <li>• Records documenting steps taken to eliminate or reduce student absence.</li> </ul> <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by Truancy Case Files (DAN SD51-04-10).</i></p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

## 6.2. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2011-154 Rev. 1	<p><b>Absence (Student) – Grades 9-12</b></p> <p>Records relating to student absence (excused and unexcused), where a truancy petition has not been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence;</li> <li>• Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.;</li> <li>• Meeting and conference notes;</li> <li>• Records documenting steps taken to eliminate or reduce student absence.</li> </ul> <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by Truancy Case Files (DAN SD51-04-10).</i></p>	<p>Retain for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED



**6.2. STUDENT ATTENDANCE/ABSENCE**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-05 Rev. 2	<p><b>Attendance</b> Records documenting student presence or absence, each day and/or period, in all grade levels.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Attendance in all learning environments (classroom, alternative learning experience, pre-kindergarten programs administered by the agency, etc.);</li> <li>• Attendance in institutional education programs (notification from state- or county-operated juvenile detention centers/groups homes, adult jails and state correctional facilities, community schools, etc.);</li> <li>• Attendance cards, bubble sheets (including student identifiers), and all other source and supporting documentation;</li> <li>• Paper and/or electronic input;</li> <li>• All grade levels (Pre-K, K-12, etc.).</li> </ul> <p>Excludes grant-funded programs (Head Start, etc.) which are covered by records series in the Financial Management section of the <i>Local Government Common Records Retention Schedule (CORE) / State Government General Records Retention Schedule</i>.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

## 6.2. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06C-31 Rev. 2	<p><b>Attendance – School-Sponsored Activities, Events and Programs</b></p> <p>Records relating to attendance at school or district-sponsored events and extracurricular activities, such as field trips, music, science and athletic activities or competitions, traffic safety programs, safety patrol, etc., whether taking place at school/district facilities or elsewhere.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notices and announcements;</li> <li>• Sign-up sheets, rosters, registration forms;</li> <li>• Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.);</li> <li>• Chaperone/driver lists and information;</li> <li>• Transportation arrangements (including bus trip requests/authorizations, ticket logs, private vehicle checklists, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS50-06C-03 / GS 18007);</i></li> <li>• <i>Accidents/Incidents – No Claim Filed (Age 18 and Older) (DAN GS2010-081 / GS 18008);</i></li> <li>• <i>Claims for Damages (DAN GS50-01-10);</i></li> <li>• <i>Litigation Case Files (DAN GS53-02-04);</i></li> <li>• <i>Litigation Case Files – Routine (DAN GS 18004);</i></li> <li>• <i>Litigation Case Files – Significant (DAN GS 18009).</i></li> </ul>	<p>Retain for 6 years after end of school year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

## 6.2. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-14 Rev. 2	<p><b>Student Tracking</b> Recordings documenting student whereabouts while at school. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Student sign in/sign out sheets, late arrival/early departure logs, etc.;</li> <li>• Temporary authorizations for bus and pick-up changes.</li> </ul> <p>Excludes admit slips and hall passes, covered by <i>Informational Notifications/Communications (DAN GS50-02-05 / GS 50001)</i>.</p>	<p><b>Retain</b> until end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
SD51-04-10 Rev. 1	<p><b>Truancy Case Files</b> Records relating to student absence where a truancy petition has been filed against the parent/legal guardian in accordance RCW 28A.225.035. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Absence reports/profiles;</li> <li>• Phone logs and correspondence (including email) to and from parent/legal guardian;</li> <li>• Meeting and conference notes;</li> <li>• Records documenting steps taken to eliminate or reduce student absence.</li> <li>• Petitions to compel school attendance;</li> <li>• Compulsory school attendance filing forms;</li> <li>• Intervention plans;</li> <li>• Truancy conference counseling forms.</li> </ul>	<p><b>Retain</b> for 6 years after case closed <i>or</i> 6 years after student leaves/withdraws from school district, <i>whichever is later</i> <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

<b>6.2. STUDENT ATTENDANCE/ABSENCE</b>			
<b>DISPOSITION AUTHORITY NUMBER (DAN)</b>	<b>DESCRIPTION OF RECORDS</b>	<b>RETENTION AND DISPOSITION ACTION</b>	<b>DESIGNATION</b>
SD51-04-07 Rev. 1	<b><i>Truancy Petition/Disposition Log</i></b> Summary listing/log which tracks the filing and disposition of truancy petitions to compel school attendance.	<b>Retain</b> for 6 years after last entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**SUPERSEDED**

### 6.3. STUDENT DISCIPLINE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2020-004 Rev. 0	<p><b>Student Behavioral Support</b></p> <p>Behavioral Support records cover routine/minor behavior issues for students associated with <u>missed instruction</u>. Behaviors include but are not limited to: property misuse, misuse of technology, disturbing the learning of others, excessive talking, unintentional physical contact, etc.</p> <p><i>Note: Behavioral Support records are not state reportable.</i></p>	<p><b>Retain</b> until end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05F-08 Rev. 3	<p><b>Student Discipline – Founded (Code of Conduct Violations)</b></p> <p>Records related to documenting and reprimanding the disruptive behavior of individual students. Code of Conduct Violations can include willfully disobeying a teacher, using abusive or foul language at a school district employee, school volunteer, or another student, or violating school rules, and interfering with an orderly education process. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Written reprimands and/or written notifications to parents;</li> <li>• Harassment, Intimidation, and Bullying (HIB) form.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002);</i></li> <li>• <i>Student Behavioral Support (DAN SD2020-004);</i></li> <li>• <i>Student Discipline – Founded (State Reportable Misconduct) (DAN SD2017-003).</i></li> </ul> <p><i>Note: Code of Conduct Violations are not state reportable.</i></p>	<p><b>Retain</b> for 3 years after matter resolved <i>or</i> 3 years after student graduates or withdraws, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

<p>SD2020-005 Rev. 0</p>	<p><b>Student Discipline – Founded (State Reportable Misconduct)</b></p> <p>Records documenting a student’s exceptional misconduct (weapons, sexual violence, drugs as per RCW 28A.600.460) resulting in long term suspension and/or expulsion.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Written notifications to parents;</li> <li>• Harassment, Intimidation, and Bullying form (HIB);</li> <li>• Student disciplinary action reports per RCW 28A.600.460.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002);</i></li> <li>• <i>Student Behavioral Support (DAN SD2020-004);</i></li> <li>• <i>Student Discipline – Founded (Code of Conduct Violations) (DAN SD51-05F-08).</i></li> </ul>	<p><b>Retain</b> for 6 years after matter resolved <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
<p>SD2020-006 Rev. 0</p>	<p><b>Student Discipline – Unfounded</b></p> <p>Records relating to misconduct complaints in which the complaint proved to be unsubstantiated upon appeal or additional information received.</p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

#### 6.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-05 Rev. 1	<p><b>General Educational Development (GED) Test – Eligibility</b></p> <p>Records relating to student requests for approval to take the General Educational Development (GED) test in accordance with chapter 180-96 WAC in order to receive a Certificate of Educational Competence pursuant to chapter 131-48 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Agency copy of application/request for approval to test and determination of eligibility signed by a designated district employee stating that there is a substantial and warranted reason for the student to leave the regular high school education program;</li> <li>Notarized statement/letter for home school students pursuant to RCW 28A.225.010(4);</li> <li>Agency copies of student GED test scores and Certificates of Educational Competence.</li> </ul> <p><i>Note: The State Board of Community and Technical Colleges (SBCTC) administers GED testing and retains a record of all certificates of educational competence issued until the recipient reaches age 90 in accordance with its records retention schedule.</i></p>	<p><b>Retain</b> until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

#### 6.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-02 Rev. 2	<p><b>Authorization For/Release of Student Records – Prior Consent Not Required</b></p> <p>Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with 34 CFR § 99.31, 34 CFR §99.32(d), and WAC 392-172A-05195, and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> <li>• The parent or eligible student;</li> <li>• A school official under 34 CFR §99.31(a)(1);</li> <li>• Certain parties seeking directory information under 34 CFR § 99.37;</li> <li>• A judicial order or subpoena under 34 CFR §99.31(a)(9)(ii)(A), (B) &amp; (C).</li> </ul> <p>Excludes records covered by <i>Authorization For/Release of Student Records – Prior Consent or Documentation Required (DAN SD2012-068)</i>.</p> <p>Reference: <i>Family Educational Rights and Privacy Act (FERPA)</i>.</p>	<p><b>Retain</b> for 3 years after request received and records released</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



## 6.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-068 Rev. 2	<p><b>Authorization For/Release of Student Records – Prior Consent or Documentation Required</b></p> <p>Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> <li>• Any party with written consent from the parent or eligible student;</li> <li>• State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32;</li> <li>• Private schools where the student is enrolled or plans to enroll pursuant to WAC 392-172A-05225(3);</li> <li>• Officials of participating agencies providing or paying for transition services pursuant to WAC 392-172A-05225(2)(b).</li> </ul> <p>Excludes records covered by <i>Authorization For/Release of Student Records – Prior Consent Not Required (DAN SD51-05F-02)</i>.</p> <p>Reference: <i>Family Educational Rights and Privacy Act (FERPA)</i>.</p>	<p>Retain until the education records of the student are no longer retained</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05F-03 Rev. 1	<p><b>Confidential Reports (a.k.a. Guidance Reports or Supplementary Reports)</b></p> <p>Includes subjective reports and anecdotal information from district, outside agencies and individuals.</p> <p>Remarks: <i>These records should be separated from the cumulative folder with access limited in accordance with the Family Educational Rights and Privacy Act (FERPA).</i></p>	<p>Retain for 3 years after student graduates or withdraws</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**6.4. STUDENT RECORDS**

*Reference chapter 392-185 WAC and chapter 392-415 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-10 Rev. 1	<p><b>Graduate List</b> Annual list of graduates. Excludes records covered by <i>Official Student Record (DAN SD51-05F-10)</i>.</p>	<p><b>Retain</b> for 6 years after current school year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

**SUPERSEDED**

## 6.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-10 Rev. 3	<p><b>Official Student Record</b></p> <p>Documentation of student enrollment history/grade progression for all grades and all schools (K-12). Record must contain student name, academic year, and school attended. Record may also contain additional personally identifiable information including address, phone number, classes attended, grades earned, attendance record, grade level completed, year completed, etc.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• High school transcripts prepared in accordance with WAC 392-415-070 (including "met/not met" graduation requirements);</li> <li>• Middle/junior high school transcript or other academic history showing courses taken and grades earned;</li> <li>• Elementary enrollment history and grade progression;</li> <li>• Legacy records such as permanent record cards &amp; teacher registers (prior to 1940's);</li> <li>• Records documenting all successful requests for changes and changes made to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc.</li> </ul> <p><i>Note: All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</i></p>	<p><b>Retain</b> for 100 years after student graduates or withdraws</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>

SUPERSEDED

**6.4. STUDENT RECORDS**

*Reference chapter 392-185 WAC and chapter 392-415 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-069 Rev. 1	<b>Official Student Record – Change Request Denied</b> Records relating to requests for changes to official student records by a student/legal guardian, where the change is not allowed/made.	<b>Retain</b> for 6 years after request denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05F-11 Rev. 1	<b>School Registers</b> <i>Remarks: If there is no official student record that supersedes the school registers, these must be retained for 100 years.</i>	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM

SUPERSEDED

## 6.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-07 Rev. 4	<p><b><i>Student Cumulative Folder (Student File Folder)</i></b></p> <p>Information (regardless of format) collected on each student, <b><i>where not covered by a more specific records series.</i></b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Date of entry and withdrawal;</li> <li>• Identifying information (name, birth date, sex, year in school, address, telephone number, parent/legal guardian name, ethnic classification, contact information (parent/legal guardian place of employment, family doctor, babysitter, siblings), etc.);</li> <li>• Student identification photos;</li> <li>• Grade progression and other student progress reports;</li> <li>• Results of standardized tests and assessments (MSP, HSPE, WELPA, SAT, AP/IB, etc.);</li> <li>• Records of student accomplishments and participation in school activities;</li> <li>• Such other information as shall enable staff to counsel with students and plan appropriate activities.</li> </ul> <p>Excludes records covered by <i>Official Student Records (DAN SD51-05F-10)</i>.</p> <p><i>Note: When a student transfers to another school district, only copies of these records are to be forwarded. Original records are to remain with the district for the minimum retention period.</i></p>	<p><b>Retain</b> for 3 years after student graduates or withdraws from school/district</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**6.4. STUDENT RECORDS**

*Reference chapter 392-185 WAC and chapter 392-415 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2020-002 Rev. 0	<p><b><i>Court Orders Regarding Students</i></b>            Court orders provided to the agency. These include non-contact orders, parenting plans, restraining orders and other court records.            Excludes records covered by <i>Compulsory Process Served on the Agency (Not Party to Litigation) (DAN GS2011-172 / GS 18006)</i>.</p>	<p><b>Retain</b> until superseded  <i>or</i>            3 years from the expiration date of the instrument,  <i>whichever is sooner</i>  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05F-09 Rev. 1	<p><b><i>Student Locator Cards/Class Schedules</i></b></p>	<p><b>Retain</b> for 4 years after end of fiscal year  <i>or</i>            until completion of State Auditor’s examination report,  <i>whichever is sooner</i>  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

## 7. STUDENT SERVICES

### 7.1. FOOD SERVICES

*The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-01 Rev. 1	<b>Catering Requests</b> Requests for use of kitchen and the supplying of food and labor.	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-02 Rev. 1	<b>Food Handler's Permit/Food Worker Card</b> Documentation that all agency employees (includes volunteers) who handle unwrapped or unpackageged food have been issued a food worker card pursuant to chapter 69.06 RCW and chapter 246-217 WAC.	<b>Retain</b> until obsolete or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**7.1. FOOD SERVICES**

*The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-03 Rev. 1	<p><b>Food Service Orders</b> For supplies needed to operate school lunch program.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-04 Rev. 1	<p><b>Free or Reduced-Price Meal Applications</b> Applications for reduced-price or free meals in compliance with the National School Lunch Program. <i>Reference: National School Lunch Act Provisions 1, 2, &amp; 3 - Fact Sheet and National School Lunch Program 7 CFR § 210.</i></p>	<p><b>Retain</b> for 6 years after final reimbursement based on the application <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-15 Rev. 1	<p><b>Free or Reduced-Price Meal Application Verifications</b> Records relating to verification of eligibility for free and reduced price meals and free milk pursuant to 7 CFR § 245.6a.</p>	<p><b>Retain</b> for 3 years after end of federal fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



## 7.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-04 Rev. 1	<b>HACCP (Hazard Analysis &amp; Critical Control Points) Food Safety Plan</b> Food safety hazard analysis plans and reports prepared in accordance with the Hazard Analysis & Critical Control Point (HACCP) system pursuant to 9 CFR § 417 and 21 CFR § 123.6. Includes annual validations and any modifications or changes.	<b>Retain</b> for 6 years after obsolete or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-14 Rev. 1	<b>Health Inspections</b> Inspection of facility to ensure it meets federal and state standards.	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-05 Rev. 1	<b>Meal and Milk Count Reports and Documentation</b> Record of daily meals and milk served. <i>Remarks: Reference 7 CFR § 210.</i>	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-13 Rev. 1	<b>Meal Production Records</b> Records of amount of food prepared and served to meet meal patterns.	<b>Retain</b> for 3 years after end of federal fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**7.1. FOOD SERVICES**

*The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-06 Rev. 1	<p><b>Meal Ticket/Credit Log</b> Listing of meal tickets/credits issued, including number, date, name of purchaser, and/or recipient and amount paid.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-07 Rev. 1	<p><b>Meal Tickets</b> Prepaid meal tickets.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-16 Rev. 1	<p><b>Menus</b></p>	<p><b>Retain</b> until obsolete or superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

## 7.1. FOOD SERVICES

*The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-08 Rev. 1	<b>Monthly Meal Count Reimbursement Report</b> Includes monthly meal count and edit checks as supporting documentation.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-09 Rev. 1	<b>School Breakfast Program Plan</b> Includes plan and backup documentation submitted to OSPI for program approval.	<b>Retain</b> for 6 years after plan obsolete or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-10 Rev. 1	<b>Site Health Permit</b>	<b>Retain</b> until obsolete or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-11 Rev. 1	<b>Stock Control Records</b> Listing of food items, supplies, and commodities used for manual count of inventory on hand. May be used to complete the F-196 report.	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**7.1. FOOD SERVICES**

*The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-12 Rev. 1	<p><b><i>Stock Inventory Report Summary</i></b> Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices. May be used to complete the F-196 report.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**SUPERSEDED**

## 7.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference chapter 28A.210 RCW, chapter 246.760 WAC and RCW 4.16.350.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-071 Rev. 2	<p><b>Health Care/Services Provided to Students</b> Records documenting the administration of health care and services provided to students by the school/district (includes staff, contractors, and volunteers), such as:</p> <ul style="list-style-type: none"> <li>• First aid; minor illness/injury; emergencies (diabetes, anaphylaxis, injuries, concussion/ head injury, etc.);</li> <li>• Health screenings (visual, auditory, etc.) pursuant to chapter 28A.210 RCW;</li> <li>• Speech-language pathology, mental health care, physical therapy, catheterization, etc.;</li> <li>• Administration of medication pursuant to RCW 28A.210.260 – 270 &amp; chapter 18.79 RCW.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Parent/legal guardian authorization/permission for administration of medication and/or health care/services and procedures, etc.; requests for student to be exempted from health-related care/services (such as health screenings, etc.);</li> <li>• Medication/treatment order for students with life-threatening health conditions (RCW 28A.210.320) or chronic health conditions;</li> <li>• Individual health plans (IHP);</li> <li>• Health screening results and notification of regulatory agencies, parents/legal guardians, and other bodies in accordance with chapter 28A.210 RCW;</li> <li>• Communications sent or received that relate to student health care/services (to or from parent/legal guardian, medical professionals, regulatory agencies, etc.);</li> <li>• Student medical records received from outside health care/service providers which are used for planning and execution of health care/services by the school/district.</li> </ul> <p><i>Note: Retention is based on 8-year statute of limitations for the commencement of actions for injuries resulting from health care or related services (RCW 4.16.350).</i></p>	<p><b>Retain</b> for 8 years after last provision of health-related services <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 7.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference chapter 28A.210 RCW, chapter 246.760 WAC and RCW 4.16.350.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-05 Rev. 2	<p><b>Health/Nurse Room Registry</b></p> <p>Registry, log, or list of students appearing in the health room or nurse's office due to health-related issues. May include sign-in/sign-out sheet, date, time, etc.</p> <p>Excludes records covered by <i>Health Care/Services Provided to Students (DAN SD2012-071)</i>.</p> <p><i>Note: Retention is based on 8-year statute of limitations for the commencement of actions for injuries resulting from health care or related services (RCW 4.16.350).</i></p>	<p>Retain for 8 years after last entry</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-072 Rev. 1	<p><b>Medication Errors</b></p> <p>Records relating to documenting and reporting instances of medication errors, including suspected theft.</p> <p><i>Note: Retention is based on 8-year statute of limitations for the commencement of actions for injuries resulting from health care or related services (RCW 4.16.350).</i></p>	<p>Retain for 8 years after end of school year</p> <p>or</p> <p>8 years after investigation completed/matter resolved, whichever is later</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 7.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference chapter 28A.210 RCW, chapter 246.760 WAC and RCW 4.16.350.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-073 Rev. 1	<p><b>Medication Inventory</b></p> <p>Records relating to the inventory and/or final disposition of unused student medication in the school's custody.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Controlled substance counting;</li> <li>Return of medication to parent/legal guardian, delivery to law enforcement agency, or destruction.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Administration of medication covered by <i>Health Care/Services Provided to Students (DAN SD2012-071)</i>;</li> <li>Instances of suspected theft covered by <i>Medication Errors (DAN SD2012-072)</i>.</li> </ul>	<p>Retain for 1 year after medications returned/destroyed/delivered to law enforcement agency</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 7.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-02 Rev. 1	<p><b><i>Interscholastic Activities – Achievements</i></b></p> <p>Records documenting individual, team, and group achievements in interscholastic activities and contests, where students from more than one school district compete with each other for possible advancement to regional, district, state, and/or national levels of competition. Interscholastic activities and contests include, but are not limited to, those overseen by:</p> <ul style="list-style-type: none"> <li>• Office of the Superintendent of Public Instruction: Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Future Business Leaders of America (FBLA), etc.;</li> <li>• Association of Washington School Principals: Student Council, National Honor Society, Senate Youth Program, etc.;</li> <li>• Washington Interscholastic Activities Association (WIAA): Drama, forensics, music, spirit, athletics;</li> <li>• Independent sponsors: Chess, History Day, Knowledge Bowl, Math Olympiad, Science Bowl, Spelling Bee, YMCA Youth &amp; Government Mock Trial Program, etc.</li> </ul> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Schedules (dates and locations of competitions, events, games, meets &amp; matches);</li> <li>• Rosters;</li> <li>• Event/tournament programs, photos, posters, etc.;</li> <li>• School protests of events/games;</li> <li>• Awards/recognition and rankings.</li> </ul> <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, trophies, uniforms, etc.</i></p>	<p>Retain for 6 years after end of school year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>



### 7.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-03-04 Rev. 3	<p><b><i>Interscholastic Activities – Eligibility</i></b></p> <p>Records relating to student and school eligibility and registration for interscholastic activities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Physicals, insurance, emergency contact/medical information, etc.;</li> <li>• Grade point, appeals, etc.;</li> <li>• Registration (student, league, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Health Care/Services Provided to Students (DAN SD2012-071);</i></li> <li>• <i>Parent/legal guardian consent forms covered by Attendance – School-Sponsored Activities, Events and Programs (DAN SD51-06C-31).</i></li> </ul>	<p><b>Retain</b> for 3 years after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-03-15 Rev. 1	<p><b><i>Interscholastic Activities – Self-Evaluation Surveys</i></b></p> <p>Records relating to the school/district’s compliance with Title IX of the Educational Amendments Act of 1972 and 34 CFR §106.41.</p> <p>Includes, but is not limited to, self-evaluation surveys on activities students would like to participate in and limitations of students, completed in accordance with 34 CFR 106.3(c).</p>	<p><b>Retain</b> for 6 years after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 7.4. TRANSPORTATION SERVICES

*The activity of transporting students to and from school and school related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-02 Rev. 1	<b><i>Application for Special Transportation – Accepted</i></b> For students with medical problems or physical disabilities to receive district transportation services.	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-14 Rev. 1	<b><i>Application for Special Transportation – Denied</i></b>	<b>Retain</b> for 1 calendar year after application denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2014-028 Rev. 0	<b><i>Bus Sign/Light Violation – Failure to Stop</i></b> Records relating to driver/vehicle failure to stop for a school bus in accordance with RCW 46.61.370. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Form SPI 1514 completed pursuant to RCW 46.61.372, whether filed with law enforcement or not;</li> <li>Form SPI 1514 returned by law enforcement agency indicating disposition completion.</li> </ul>	<b>Retain</b> for 1 year after end of school year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**7.4. TRANSPORTATION SERVICES**

*The activity of transporting students to and from school and school related activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-07 Rev. 2	<p><b><i>Student Transportation Report Records</i></b></p> <p>Records relating to student transportation reports as described in WAC 392-141-420.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Final reports;</li> <li>• School bus route log and school bus driver daily logs, including those required in WAC 392-141-330;</li> <li>• Verification of number of students boarding at each bus stop;</li> <li>• Location of school bus stops;</li> <li>• School bus mileage and district car mileage;</li> <li>• Fuel documentation;</li> <li>• Transportation documentation related to McKinney-Vento Homeless Act;</li> <li>• Correspondence, publications, and other materials distributed to parents describing the transportation funding process;</li> <li>• Other operational data and descriptions.</li> </ul>	<p><b>Retain</b> for 4 years after end of fiscal year</p> <p><i>or</i></p> <p>until completion of State Auditor’s examination report, <i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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