

Washington State School District
GENERAL RECORDS RETENTION SCHEDULE

District Records Officer Eleanor Toews
Telephone 4237

This package contains the Records Retention Schedules for: Evaluation Dept.
NAME OF DEPARTMENT OR SCHOOL

These Schedules should be maintained, updated and implemented in accord with the School District Records Management Manual, School District Policy & Procedure and/or Washington State Records Disposition Regulations for Agencies of Local Government.

GENERAL EXPLANATIONS

Minimum or legal retention periods are being established for records of all agencies of state and local government, including school districts, in accord with the provisions of RCW 40.14. The enclosed Schedules should identify each record created or received by the department or office by title, purpose and/or function, its classification as an Official Public Record (OPR) or Office Files and Memoranda (OFM), location of official and other copies, retention period and disposition authority. The number of Records Series listed on the Schedules will usually not be extensive but the total records holdings of each department and office must have the approval of the Local Records Committee prior to any disposition action. If the Schedules do not include all of the records of your department or office, additions or changes should be accomplished in accord with the School District Records Management Manual, School District Policy & Procedure or Washington State Records Disposition Regulations for Agencies of Local Government. Unlisted records or records not having the approval of the Local Records Committee may not be legally destroyed.

Administrators are encouraged to dispose of records in accord with the Schedule guideline; however, disposal is not mandatory and records may be retained in a department or office longer than specified, providing there is a justifiable need and adequate low cost on-site storage is available. Retention periods are minimum as established by the Washington State Local Records Committee. Contact your School District Records Officer for instructions on revising General Schedules, preparing a supplemental Schedule for records unique to your office, new records or reducing retentions of Scheduled records.

"Purging," "weeding," or "screening" of documents in a Records Series should be held to a minimum as it is a costly procedure. Wherein purging is necessary, it should be done with great care, lest valuable papers that cannot be replaced are destroyed. Many records which have no apparent further administrative value may be extremely important for archival or historical purposes.

EXPLANATION OF WASHINGTON STATE SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE COLUMN HEADINGS

RECORDS SERIES TITLE & DESCRIPTION: This title should be a brief concise description of the Records Series. A Records Series may be defined as "a group of records performing a particular function for the department or office, which are filed as a unit, used as a unit, and which may be transferred and disposed of as a unit." This may be a grouping of copies of a single form, such as Purchase Requisitions, a grouping of correspondence and form records in a General Correspondence File, or a grouping of various forms and other documents in a case file, such as Personnel Record Folders. This will be followed by a brief statement or statements explaining what function or purpose the Records Series serves in the operation of the department or office.

CLASS: Short for classification. All Washington State records are classified as either Official Public Records (OPR) or Office Files and Memoranda (OFM). Official Public Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; and all other documents or records determined by the Records Committee to be Official Public Records. (Reference: RCW 40.14.010) Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee, to be Office Files and Memoranda. (Reference: RCW 40.14.010) Official Public Records have a minimum retention period of seven years.

DISTRIBUTION: A listing of the departments and/or offices which will ultimately retain copies of each Records Series.

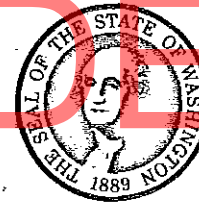
RETENTION: Opposite the name of each department or office retaining copies of each Records Series will be found the Washington State Local Records Committee's recommended retention period.

DISPOSITION/REMARKS: Additional pertinent information pertaining to each Records Series.

LOCAL RECORDS COMMITTEE

RCW 40.14.070 establishes a Local Records Committee which shall have authority to approve the destruction or other disposition of all records of local agencies of government. This committee consists of an appointee of the Attorney General, the Chief Examiner of Municipal Corporations of the Office of State Auditor and the State Archivist. No public record as described in RCW 40.14 of any local agency may be legally destroyed without the approval of this committee.

SUPERSEDED



SECTION IV - RECORDS RETENTION SCHEDULES

The School District General Records Retention Schedules on the following pages constitute authority for any school district in the State of Washington to dispose of the records listed thereon after the specified approved retention, per the General Schedule authority of the Washington State Local Records Committee pursuant to Chapter 40.14.070 Revised Code of Washington and Washington Administrative Code 414-24-050.

WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE		
SD-6a	DISTRICT ACCOUNTING SERVICES - ACCOUNTS PAYABLE	MARCH 1976	1 OF 4 PAGES		
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
1.	<p>ALL VOUCHER FORMS USED AS CLAIMS AND SUPPORTING INVOICES, BATCHED.</p> <p>a) TRAVEL, CONVENTION OR MEETING CLAIM. Name of claimant, organization, purpose of meeting, proposed itinerary, ETA, authorization claim for lodging, transport, food and registration.</p> <p>b) MILEAGE CLAIM for private car usage, prepared by traveler, from-to dates, purpose of trip, miles traveled, claim amount, signatures.</p> <p>c) MILEAGE CLAIM, REGULAR ROUTE. For use by school nurses, others who travel regular routes. Entries similar to b above.</p> <p>d) EXPENSE CLAIM FOR MEETINGS, excluding travel, itemized expenses, dates, purpose of meeting, location, attendees, amount of claim.</p> <p>e) TRAVEL ADVANCE REQUEST AND CLAIM FORM. Name of applicant, destination, purpose of trip, amount requested, date, approval, check number, budget account number, total trip cost, added amount due, unexpended amount returned.</p>	<p>OPR</p> <p>N/A</p> <p>OFM</p> <p>OFM</p>	<p>1. District Accounting Office (Hereafter referred to as Accounting)</p> <p>2. Vendor</p> <p>3. <u>Office requesting and receiving services or goods.</u></p> <p>4. Accounting suspense copies, if any.</p>	<p>- 7 Years</p> <p>N/A</p> <p><u>Until after audit</u></p> <p>Agency Option (Less than 1 year)</p>	<p>Applies to Items 1a through 1g.</p>
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>	

SUPERSEDED

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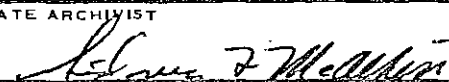
WASHINGTON STATE SCHOOL DISTRICT
 GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER SD-6a		TITLE DISTRICT ACCOUNTING SERVICES - ACCOUNTS PAYABLE			DATE MARCH 1976	PAGE 2 OF 4 PAGES
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS	
	f) GENERAL FUND CLAIM VOUCHER FORM. Contains: Vendor name and address, vendor invoice number, Purchase Order number, quantity, unit, item description, price, total price, approvals, accounting code entries and warrant number, including food services claim form containing same entries.					
	g) REVOLVING FUND PAYMENT VOUCHER. Used by schools and sent to Accounting, shows to whom paid, budget accounts number, attached to claim form to reimburse them for minor purchases.					
	h) BUILDING FUND CLAIM FORM. Same entries as f) above. Authority to pay.	OPR	Accounting	7 Years	Except for major construction voucher and support data which should be maintained for life of building.	
2.	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT AND BOND. Authority to issue duplicate check or warrant in case of loss. Notarized oath that original warrant was lost and requesting a replacement.	OPR	Accounting	7 Years		
FOR THE ATTORNEY GENERAL <i>Lawrence</i>		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS <i>Daniel Brown</i>		STATE ARCHIVIST <i>Henry F. McAllister</i>		

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

SCHEDULE NUMBER	TITLE	DATE	PAGE		
SD-6c	DISTRICT ACCOUNTING SERVICES - FEDERAL & SPECIAL PROGRAMS	APRIL 1976	1 OF 3 PAGES		
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
1.	Documents supporting claims for Federal grants for construction of minimum school facilities in areas affected by Federal Activities under <u>Public Law 81-815</u> .	OPR	District Acctg.	Until 5 yrs. after date of final payment under the application involved.	NOTE: All records relating to Federal Program Grants, wherein a claim has been questioned shall be further retained until necessary adjustments have been reviewed and cleared.
2.	Documents supporting claims for Federal grants covering current expenditures in areas affected by Federal activities under <u>Public Law 81-874</u> .	OPR	District Acctg.	Until completion of Fiscal audit.	Or 3 years following fiscal year to which claim relates, whichever is sooner.
3.	Records supporting claims or relating to accountability for expenditures of Federal Grants and matching funds for instruction in science, math, history, civics, etc. Provided under the National Defense Education Act <u>NDEA, Title III</u> .	OPR	District Acctg.	3 years after close of Fiscal year in which expenditure was made.	Or until notification of completion of federal audit, whichever is the latest.
4.	Records supporting accountability for nonconsumable equipment purchased under <u>NDEA Title III</u> .	OPR	District Acctg.	Until notification of completion of review and Federal Audit covering the disposition of such equipment.	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
					

SUPERSEDED

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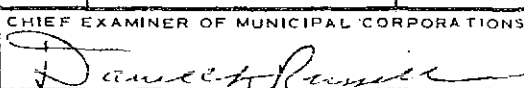
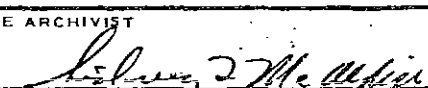
WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER SD-6c		TITLE DISTRICT ACCOUNTING SERVICES - FEDERAL & SPECIAL PROGRAMS			DATE APRIL 1976	PAGE 2 OF 3 PA
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS	
5.	Records supporting claims for Federal grants for guidance and counseling and testing programs under <u>NDEA Title V.</u>	OPR	District Acctg.	3 years after close of fiscal year in which the expenditure was made.	Or until notified that the fiscal audit is completed, whichever is the latest	
6.	Records supporting accountability for <u>nonconsumable equipment</u> purchased under <u>NDEA Title V.</u>	OPR	District Acctg.	Until notification of the completion of the review and audit covering the disposition of such equipment.		
7.	Records supporting claims for Federal grants or relating to the accountability for expenditures for financial assistance for the education of children of lower income families pursuant to <u>Title I of the Elementary and Secondary Education Act; ESEA.</u>	OPR	District Acctg.	5 years after close of fiscal yr. in which expenditure was made.	Or until notification that such records are not needed for administrative review, whichever is the earliest.	
8.	Records supporting claims for federal funds or relating to the accountability of expenditures for library resources, textbooks and instructional materials under <u>ESEA, Title II.</u>	OPR	District Acctg.	3 yrs. after close of fiscal yr. in which the expenditure was made.	Or until notified that the records are not needed for administrative review or until notified of the completion of the fiscal audit, whichever is the latest.	
FOR THE ATTORNEY GENERAL <i>[Signature]</i>		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS <i>[Signature]</i>		STATE ARCHIVIST <i>[Signature]</i>		

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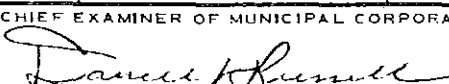
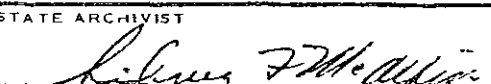
WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

SCHEDULE NUMBER	TITLE	DATE	PAGE 3 OF 3 PAGES		
SD-6c	DISTRICT ACCOUNTING SERVICES - FEDERAL & SPECIAL PROGRAMS	APRIL 1976			
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
9.	Inventories and other records supporting accountability for library resources, textbooks or other printed and published instructional materials.	OFM	District Acctg.	For the useful life of each item.	
10.	Records supporting claims for federal grants or relating to the accountability for expenditures of funds, granted under <u>ESEA Title III</u> , for financial assistance of educational centers and services.	OPR	District Acctg.	5 yrs. after close of fiscal yr. in which expenditure was made.	
11.	Inventories of equipment acquired with funds under <u>ESEA Title III</u> .	OFM	District Acctg.	3 yrs. following the period for which inventories are required to be made.	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
					

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
 GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER		TITLE			DATE	PAGE 2 OF 10
SD-8		DISTRICT PAYROLL SERVICES			MARCH, 1976	
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS	
2.	PERSONNEL PAY HISTORY RECORD (Cont.) sick leave cumulative record, vacation leave cumulative record. Filed alphabetically.					
3.	PERSONNEL ACTION FORM. Shows change of status, hours, location, rates, etc.	OFM OPR	District Payroll Office District Personnel Office.	Until after audit. 7 years after termination of employment.	Data transferred to Personnel Pay History Record.	
4.	TIME CARDS. Shows months, dates and hours worked, may describe work, total hours, rate, employee's signature, supervisor's signature.	OFM	Work location: School, department, etc. <u>NOTE:</u> In the instance of 2nd Class Districts, this record may be sent to County Auditor as authority to write a warrant.	Until after audit.	This assumes that a payroll work report as per item #5 is prepared from the time cards, signed by the supervisor and forwarded to Payroll as the official record of time worked. If not, time card becomes OPR and must be held for 7 year retention.	
5.	PAYROLL WORK REPORT - MONTHLY. Lists employees, dates and hours each worked, location, absences, substitutes names, days worked, rates, account numbers. Prepared and signed by supervisor from time cards. Submitted to Payroll as official	OPR OFM	District Payroll Office School or location	7 years 1 year	May be sent to County Auditor for 2nd Class Districts. Unless data is computerized. If so, refer to Computer Reports Schedule.	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS			STATE ARCHIVIST	
						

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SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE 3 OF 10 PAGES		
SD-8	DISTRICT PAYROLL SERVICES	MARCH, 1976			
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
5.	PAYROLL WORK REPORT - MONTHLY (Cont.) work record on which payment is made.				
6.	TEACHER SUBSTITUTE REPORT. Used in lieu of payroll work report or sign in sheets or reports for substitute teachers only. Lists time period, school, date, signatures, name of absent teacher, full day or part day.	OPR	District Payroll	7 years	May be sent to County Auditor for 2nd Class Districts.
7.	COMMUNITY SERVICE WORK REPORT. Used when custodian, cook, or other school employee works for an outside organization even if performed during regular work hours. Lists employee name, type of work performed, date and hours of time worked, rate, principal's signature.	OPR	District Payroll Office	7 years	Filed with payroll work-reports.
		OPR	District Accounts Receivable Office	7 years	
8.	SUBSTITUTE TIME SHEET OR CARD. Teacher-Casual. Used in lieu of time cards. For substitute teacher or casual classified hourly labor.	OPR	District Payroll	7 years	May be kept longer to verify pay for retirement purposes if no other record exists.
9.	PAYROLL WARRANT REGISTER	OPR	District Payroll Office	7 years	Permanent if detail of pay is not permanently recorded on Pay History Record. See Item #2.
		OPR	County Treasurer	7 years	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE		
SD-9	DISTRICT BUDGET SERVICES	MARCH 1976	1 OF 4 PAGES		
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
1.	FINAL BUDGET (Adopted)	OPR	1. District Budget Office 2. SPI 3. District Supt. 4. Other Dist. Off. 5. ESD 6. District Board	7 Years Permanent 2 Years (optional) Optional 5 Years Permanent	Other copies distributed for informational purposes should be discarded as quickly as informational purpose is served.
2.	PRELIMINARY BUDGET (Adopted)	OFM	1. District Budget Office 2. District Supt. 3. Other District Offices 4. SPI 5. ESD 6. District Board	Until adoption Same as above Optional Optional Permanent 5 Years Permanent	
3.	BUDGET WORK PAPERS Budget input forms, used by Budget Officer to gather data from District departments and schools to "build" budget. May include all or part of the following forms:	OFM	1. District Budget Office 2. Program Directors.	2 Years 2 Years	
3a.	BUDGET PREPARATION FORMS: PRELIMINARY AND FINAL BUDGETS. 1. PROGRAM BUDGET SUMMARY- Shows estimated revenues by account number and estimated expenditures	OFM		2 Years	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
<i>James K. Haney</i>		<i>Daniel Russell</i>		<i>Lily F. McElroy</i>	

SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT
 GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

SCHEDULE NUMBER SD - 9		TITLE DISTRICT BUDGET SERVICES			DATE MARCH 1976	PAGE 2 OF 4 PAGES
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS	
	<p>2. PROGRAM EXPENDITURES ESTIMATES SALARY Shows salary items by function, account number, FTE base amount, benefits by position.</p> <p>3. PROGRAM EXPENDITURE ESTIMATES NON- SALARY ITEMS Breakdown of spending plan. Shows object or sub-objects, account number, amount requested.</p> <p>4. STATEMENT OF PURPOSE Form used to write narrative statement of function/purpose of program or department. Justification document accompanying cost figures</p>					
3b.	<p>BUDGET INPUT FORMS/<u>PRELIMINARY BUDGET ONLY</u></p> <p>1. PROGRAM BUDGET PROJECTION-SALARY ITEMS Lists salary items by type or position, certificated, professional, secretarial, etc., numbers of FTEs, amount for current or proposed budgets.</p> <p>2. PROGRAM BUDGET PROJECTION-NON- SALARY Lists objects, contracted services, travel</p>	OFM	District Budget Office	2 years		
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST		
<i>James K. Han</i>		<i>Daniel H. Russell</i>		<i>Richard F. McElroy</i>		

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SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER SD- 9		TITLE DISTRICT BUDGET SERVICES			DATE MARCH 1976	PAGE 3 OF 4 PAGES
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS	
3c.	BUDGET INPUT FORMS- FINAL BUDGET ONLY 1. REVENUE REVISION FORM Used to indicate changes only from preliminary budget. Shows revenue account number, description, change from- to. 2. EXPENDITURE REVISION FORM Used to indicate changes only, from preliminary budget. Same as C-1, above, only for expenditures. 3. SALARY EXHIBITS (SUMMARY BY SCHOOL) For elementary, junior high, senior high, recap shows FTEs, amount extra help costs and carry over for each school. 4. SALARY EXHIBIT SUMMARY BY PROGRAM Lists estimated revenues, summary of estimated expenditures, staff costs, FTEs, non-salary other object costs, totals. 6. SPECIAL PROJECT BUDGETS- OVER STATE AND FEDERAL.	OFM		2 Years		
4.	INFORMATIONAL BUDGET LETTERS AND MEMOS DISTRIBUTED BY BUDGET OFFICE	OFM	1. District Budget Office	1 Year		

SUPERSEDED

FOR THE ATTORNEY GENERAL

CHIEF EXAMINER OF MUNICIPAL CORPORATIONS

STATE ARCHIVIST

James K. Brown

James K. Brown

Liliana F. McCallin

WASHINGTON STATE SCHOOL DISTRICT
 GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE		
SD-9	DISTRICT BUDGET SERVICES	MARCH 1976	4 OF 4		
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
4.	INFORMATIONAL BUDGET LETTERS AND MEMOS DISTRIBUTED BY BUDGET OFFICE (CONTINUED) a. Notification to school of budget expenditure (allotment) plan. b. Notification of preliminary and final allocations. c. Other instructional or informational data on budget or allotments.		2. Program Directors 3. Schools	1 Year 1 Year	
5.	ANNUAL REPORT OF SCHOOL FUNDS FROM COUNTY TREASURER	OPR OFM	1 County Treasurer 2 District Budget Office	7 Years Until after audit	
6.	BUDGET OFFICER'S MONTHLY, FINANCIAL AND STATISTICAL REPORTS TO THE BOARD	OFM OFM	1 Board Of Directors 2. District Budget Office	Permanent 7 Years	(Part of Board Minutes)
7.	BUDGET STATUS REPORT. Shows revenues, expenditures, adjustments and balances on a YTD basis.	OFM OFM	1. District Budget Office 2. School Principals	2 Years 1 Year	May be found in accounting rather than the Budget Office
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
<i>Anna K. Thane</i>		<i>Daniel R. R...</i>		<i>Lidney F. Mc...</i>	

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
 GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 49.14.070 & WAC 414-24-050

SCHEDULE NUMBER		TITLE			DATE		PAGE	
SD-10		DISTRICT PURCHASING SERVICES			MARCH 1976		1 OF 1 PAGES	
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS			
1.	<i>Bids & Quotes - kept separately</i> BIDS AND FORMAL QUOTES (in writing) Successful and unsuccessful <i>(contracts in Acctg - Building Fund Vouchers)</i>	OPR	1. Purchasing	7 years	Unless litigation is pending			
2.	PRICE CHECKS & INFORMAL QUOTES By telephone, but recorded.	OFM	1. Purchasing	1 year				
3.	<u>PURCHASING REQUISITION</u> Request from school or department for goods or services to be obtained by Purchasing Department.	OFM OFM	1. Purchasing 2. Requesting Off.	3 years 1 year				
4.	<u>PURCHASE ORDER</u> Order issued to vendor to supply specific goods or services at a given price.	OFM OPR OFM N/A OFM	1. Purchasing 2. Accounting Off. 3. <u>Requester</u> 4. Vendor 5. Additional copies	3 years 7 years 1 year after audit. N/A 1 year after audit.	If this copy is used as document on which payment is authorized, otherwise purchasing copy is OPR.			
5.	WITHDRAWAL OR CANCELLATION OF PURCHASE ORDER <i>Warehouse Invoices (orig. copy)</i>	OFM N/A	1. Purchasing 2. Vendor	3 years 1 yr.				
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS			STATE ARCHIVIST			
<i>[Signature]</i>		<i>[Signature]</i>			<i>[Signature]</i>			

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
 GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 43.14.070 & WAC 414-24-050

SCHEDULE NUMBER		TITLE			DATE	PAGE	OF	PAGES
SD-11		DISTRICT WAREHOUSE/CENTRAL STORES			MARCH 1976	1	1	1
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS			
1.	PURCHASE ORDERS Copies used as Receiving reports	OFM	1. Warehouse/Store	Until after audit				
		OPR	2. Accounting Off.	7 years				
2.	WAREHOUSE REQUISITIONS	OFM	1. Warehouse/Store	1 year				
		OFM	2. Accounting Off.	Until after audit.				
		OFM	3. Requisitioning Office	30 days				
3.	PACKING SLIPS Bills of lading, shipping manifest copies	OFM	1. Warehouse/Store	1 year				
		OFM	2. Accounting Off.	Until after audit.				
4.	DAMAGE & LOSS CLAIM FORMS	OFM	1. Warehouse/Store	Until after audit.				
		OFM	2. Accounting Off.	Until restitution.				
5.	FINANCIAL REPORTS	OFM	1. Warehouse/Store	1 year				
		OFM	2. Accounting Off.	1 year after audit.				
6.	WAREHOUSE INVENTORY	OFM	1. Warehouse/Store	Until Superseded				
		OFM	2. Accounting Off.	Until superseded				
		OFM	3. Purchasing	Until superseded				
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS			STATE ARCHIVIST			
<i>Amel K. Khan</i>		<i>Daniel B. Russell</i>			<i>Libby F. McCallin</i>			

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SUPERSEDED

WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414.24.050

SCHEDULE NUMBER SD-13	TITLE NON-RECORD MATERIALS	DATE MARCH, 1976	PAGE 1 OF 1 PAGES
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ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	RETENTION	DISPOSITION/REMARKS
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THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS NON-RECORD AND
 MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE.

SUPERSEDED

1. Catalogs, trade journals, and other printed or published materials received from other offices, commercial firms, or private institutions which require no action and are not needed for documentary purposes.
2. Electrostatic, photocopy or other copy device copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
3. Letters of transmittal which do not add any information to the transmitted material.
4. Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employee meetings, holidays, etc.
5. Preliminary drafts of letters, memoranda, reports, worksheets and informal notes which do not represent significant basic steps in the preparation of record documents.
6. Reproduction material, such as stencils, hectograph masters and offset plates.
7. Routing slips used to direct the distribution of documents.
8. Shorthand notes, stenotype tapes, and mechanical recordings which have been transcribed into typewritten or printed form.
9. Stocks of agency publications, forms and printed documents, preserved for supply purposes, which are superseded, outdated, or otherwise valueless (a minimum supply of each publication must be on file with the State Library for distribution purposes, and one copy must be sent to the ^{District} State Archives for historical preservation).
10. Telephone messages, "While You Were Away" slips, check slips or similar forms used to convey non-policy informational messages.

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FOR THE ATTORNEY GENERAL <i>Daniel K. Han</i>	CHIEF EXAMINER OF MUNICIPAL CORPORATIONS <i>Daniel K. Russell</i>	STATE ARCHIVIST <i>Richard D. McMillan</i>
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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER SD-7a	TITLE DISTRICT PERSONNEL SERVICES - GENERAL	DATE MARCH 1976	PAGE 1 OF 5 PAGES
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ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
1.	EMPLOYEE PERSONNEL FILE. File folders usually consisting of some of the forms cited in other parts of this Schedule, i.e., application, correspondence, credential file (destroyed when employed), letters of commendation, transcripts, history card, pay and leave history card, (may be transferred to Personnel from Payroll upon termination of employment), work performance, evaluation forms.	OFM	District Personnel Office	7 Years after termination of employment	7 years after termination of employment except as otherwise specified for specific forms
2.	EMPLOYMENT EVALUATION INTERVIEW FORMS. Evaluation checklists and questionnaires used for personal interviews between applicants and staff. May show name of applicant, position considered for, location, narrative evaluation, date of interview.	OFM	District Personnel Office	2 Years	
3.	EQUAL OPPORTUNITY EMPLOYMENT INQUIRY FORMS. Used in lieu of asking racial/sexual, etc., information on application form. #2 used to replace first in personal file in order to gather data for federal reports.	OFM	District Personnel Office	Original - 2 Years or until applicant is hired, then superseded with #2, retained for duration of employee file.	

SUPERSEDED

FOR THE ATTORNEY GENERAL 	CHIEF EXAMINER OF MUNICIPAL CORPORATIONS 	STATE ARCHIVIST 
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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE 2 OF 5 PA		
SD-7a	DISTRICT PERSONNEL SERVICES - GENERAL	MARCH 1976			
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
4.	WORK PERFORMANCE EVALUATIONS. Used as a checklist by supervisors for evaluating employee work, quality, work habits, interests, etc.	OFM	1. District Personnel Office 2. Employee 3. Supervisor	While employed N/A 1 Year	
5.	EMPLOYMENT REQUISITION. Prepared by location or office where job is opened, goes to budget which approves hiring, then goes to Personnel for referral purposes, contains position specifications, special requirements, action and approval blocks, used by Personnel to select and refer qualified applicants.	OFM	District Personnel Office	2 Years	
6.	REFERRAL/RECOMMENDATION DOCUMENT. List of qualified applicants by Personnel referred to requesting office and that office's recommendations in return.	OFM	District Personnel Office	2 Years	
7.	REQUEST FOR INTRA-DISTRICT TRANSFER. Lists position requested, (subject, level, etc., for teachers), job title, location, summary justification, resume' and training, qualification, present assignment.	OFM	District Personnel Office	1 Year	
8.	LETTERS OF RESIGNATION	OFM	District Personnel Office	7 Years	Filed in individual personnel file
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>	

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24.050

SCHEDULE NUMBER SD-7a	TITLE DISTRICT PERSONNEL SERVICES - GENERAL	DATE MARCH 1976	PAGE 3 OF 5 PAGES
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ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
9.	PERSONNEL ACTION REQUEST and/or AUTHORIZATION FORM. Prepared by department, school, individual, and sent to Personnel to initiate change, i.e., change in job, location, position, termination, resignation, etc. Shows name of employee, present status including job title, school/department, days, rate of pay, first and last days worked, reason for action. From this a Personnel Action Authorization is issued by Personnel to notify Payroll, requesting office and employee of action taken by the Board of Directors. (May be part of same form particularly in case of computerized record system)	OFM	1. District Personnel Office 2. Requesting Office 3. District Payroll Office	Until termination of employment Until superseded Until superseded	If pay history card is kept, otherwise 7 years after termination of employment
10.	EMPLOYEE HISTORY CARD. Provides a summary of employment, shows name of employee, certificate number, if teacher, date service began, degree(s) issued, issuing institutions, retirement number, social security number, birthdate, teaching certificates, issue and expiration dates, health certificates and dates thereof, places and dates of teaching employment, experience, salaries, special assignments, subjects taken, credits	OFM	District Personnel Office	7 Years after termination	

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>James Kitham</i>	CHIEF EXAMINER OF MUNICIPAL CORPORATIONS <i>Daniel K. Ransom</i>	STATE ARCHIVIST <i>Richard J. McMillin</i>
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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE 4 OF 5 P.		
SD-7a	DISTRICT PERSONNEL SERVICES - GENERAL	MARCH 1976			
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
10.	EMPLOYEE HISTORY CARD (Continued) and dates. Usually kept for certificated staff only, may contain some of same data as payroll history card if such is kept separately for Payroll.	OFM	District Personnel Office	7 Years after termination	
11.	ABSENCE RECORD. Summary of absences by type, date, etc.	OFM	District Personnel Office	7 Years	
12.	SCHOOL EMPLOYEE HEALTH CERTIFICATE. Received from County Health Department as evidence that employee has passed T.B. exam. Shows employee name, X-Ray number, address and occupation	OPR OFM	1. District Personnel Office 2. County Health Department	7 Years after termination of employment or until superseded 5 Years unless test is positive, then filed in patient chart	Filed in individual personnel folder. After termination may be transferred to gaining district if employee transfer or re-employed elsewhere within 7 years of termination
13.	REQUEST FOR PUBLIC RECORD. I-276 compliance form for personnel and all other information requests. Lists information desired, purpose, whether for reading or copying, name and signature of requestor, and organization represented.	OFM	District Personnel Office	1 Year	May be filed with Assistant Superintendent
14.	FORMER EMPLOYEES QUESTIONNAIRE. Suggestion box type of form, routed to management.	OFM	District Personnel	1 Year	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>	

WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE 5 OF 5 PAGES		
SD-7a	DISTRICT PERSONNEL SERVICES - GENERAL	MARCH 1976			
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
15.	AUTHORITY TO WITHHOLD PAYROLL WARRANT. Prepared by authorizing department sent to Central Office as instruction and authority to withhold paycheck due to employees for failure to turn in keys, no X-Ray, etc. Lists employee name, location, reason for withholding, who holds warrant, name of person releasing warrant and date, originating office, signature of requesting officer and releasing officer.	OFM OFM	1. District Personnel Office 2. Central Office 3. Requesting Department	1 School Year 1 School Year 1 School Year	
SUPERSEDED					
FOR THE ATTORNEY GENERAL <i>[Signature]</i>		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS <i>[Signature]</i>		STATE ARCHIVIST <i>[Signature]</i>	

WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE 1 OF 1		
SD-7c	DISTRICT PERSONNEL SERVICES - CLASSIFIED EMPLOYEES	MARCH 1976			
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	MINIMUM APPROVED RETENTION	DISPOSITION/REMARKS
1.	APPLICATION FORM. Lists applicant name, address, previous employers, education, personal data, birthdate, references, qualifications, skills, list of licenses, credentials, etc.	OFM	District Personnel	1. Nonhired - 2 Years 2. Hired - 7 Years after termination of employment	May be filed in Employees' Personnel Folder
2.	CLASSIFIED EMPLOYEES "CONTRACT". Consideration notification, notes, date of board action, position filled, location, step and class; vacation days, base pay, total salary.	OFM N/A	1. District Personnel Office Employee	1 Year or until superseded N/A	May be used in lieu of Employee Change Notice Provided history card retains pertinent data
3.	APPLICATION FOR LEAVE	OFM N/A	1. District Personnel Office or Payroll Employee	Until after audit N/A	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>	

SUPERSEDED

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WASHINGTON STATE SCHOOL DISTRICT
GENERAL RECORDS RETENTION SCHEDULE
 REFERENCE: RCW 40.14.070 & WAC 414-24-050

SCHEDULE NUMBER	TITLE	DATE	PAGE		
	EVALUATION	OCT, 1982	PAGE 1 OF 1 PAGES		
ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	CLASS	DISTRIBUTION	RETENTION	DISPOSITION/REMARKS
1.	PRELIMINARIES Evaluation request or proposal, approval, etc.	OFM	Evaluation Originating office	Until evaluation completed.	
2.	SURVEYS Includes supporting data.	OFM	Evaluation	2 years	
3.	FINAL REPORT	OFM	Evaluation Requesting office Central Admin.	Permanent	
FOR THE ATTORNEY GENERAL		CHIEF EXAMINER OF MUNICIPAL CORPORATIONS		STATE ARCHIVIST	

SUPERSEDED