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Records Retention Manual
and
General Records
Retention Schedule



Office of the Secretary of State
Division of Archives and
Records Management



Washington Association of
School Business Officials

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School District

**Records Management Manual
And General Records Retention Schedule**

Office of the Secretary of State

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Division of Archives and Records Management

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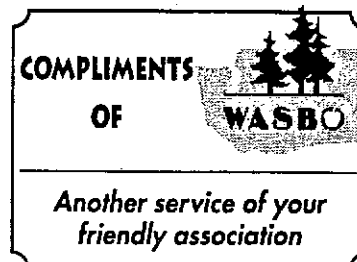
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Introduction

We are pleased to be able to present you with this revised records management and retention schedule manual for school districts.

This is the fourth revision to the School District General Records Retention Schedule and Records Management Manual. It incorporates several important changes and additions.

1. New schedules have been added for affirmative action, board of directors, electronic information management, electronic mail, employee benefits, employee relations, hazardous materials administration, head start and early childhood education, home-based instruction,

internal audit, skill center special education student records, and student assignment.

2. Indexing and schedule organization has been improved in order to make the schedules easier to use.

3. We have removed some procedural guidelines thought to be extraneous for school districts and substituted concise statements about archival records, records storage standards and the use of microfilm. We have also provided references to sources of information about these and other records management techniques which you may request if needed.

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Acknowledgments

This edition of the School District Records Management Manual is the latest product of almost twenty years of cooperation between Division of Archives and Records Management and WASBO. It could not have been completed without the efforts of:

Marilyn Christofferson, Edmonds School District
Linda Hardy, Office of Superintendent of Public Instruction
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Kathleen Waugh, Office of Secretary of State/Division of Archives
Diane Weber, Edmonds School District
Lana Woolard, Tacoma School District

Records Management Services and Assistance

Provided by
The Division of Archives and Records Management

The Washington State Archives is a division of the Office of the Secretary of State. The Division operates under the provision of Chapter 40.14 RCW, the Public Records Act, which also regulates the disposition of all records generated by state and local government agencies.

Technical Assistance

The Division provides state and local agencies with technical assistance in complying with legal requirements and developing systems for managing their records. Information is provided on records retention scheduling, micrographics, filing and information retrieval, essential records protection, disaster preparedness and recovery, records center operations, public access and disclosure, and media storage standards.

Microfilm and Document Conservation

The Division provides certain records management services on a charge-back basis. These include source-document microfilming, microfilm processing and duplication, and conservation of endangered historical documents. In addition the Division provides both state and local agencies with security microfilm storage.

Archives

The Division is responsible for identifying, storing, preserving, and providing public access to state and local government records which have continuing historical value beyond their usefulness to the agencies which created them. Such records must be transferred to the Division's nearest regional branch (see map) rather than being destroyed.

Regional Archives Branches

The Division of Archives and Records Management has developed a system of regional branches in order to make its services more directly available to agencies and citizens throughout the state. For assistance with public records management and archival transfer, contact the archivist for the branch located in your region (see map).

Northwest Branch
Western Washington University
Bellingham WA 98225
Phone: (206) 676-3125 or SCAN 532-3125
James Moore, Regional Archivist

Puget Sound Branch
Sunset Activity Center
1809 S. 140th St.
Seattle WA 98168-3710
Phone: (206) 764-4276 or SCAN 443-4276
Michael Saunders, Regional Archivist

Southwest Branch
1120 Washington St. SE
Olympia WA 98504
Phone: (206) 753-1684 or SCAN 234-1684
Wayne I. Lawson, Regional Archivist

Central Washington Branch
Central Washington University
Ellensburg WA 98926
Phone: (509) 963-2136 or SCAN 453-2136
Timothy Eckert, Regional Archivist

Eastern Washington Branch
Eastern Washington University
MS-84
Cheney WA 99004-2495
Phone: (509) 359-6900 or SCAN 353-6900
Richard Hobbs, Regional Archivist

Special Service Telephone Numbers

Microfilm
Phone: (206)586-6232 or SCAN 321-6232

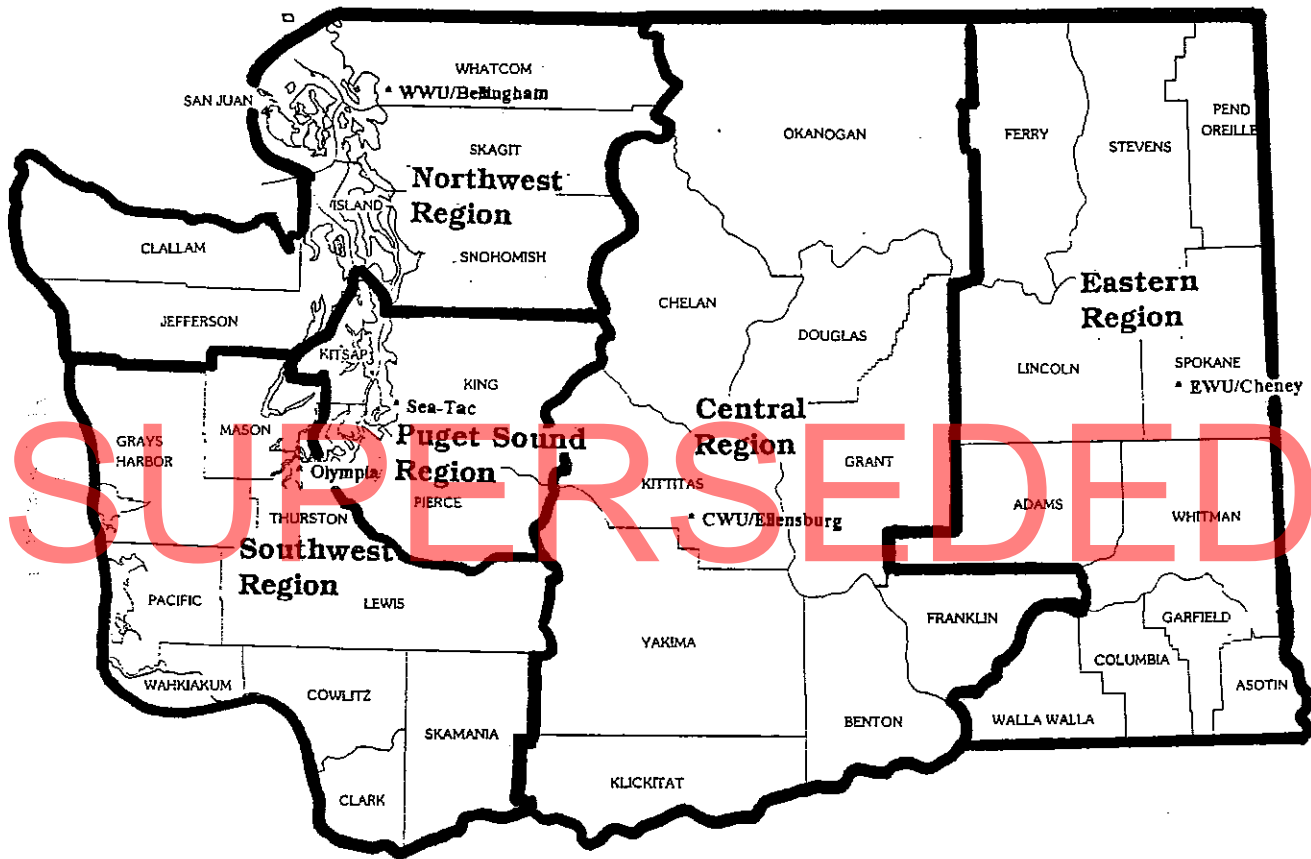
Document Conservation
Phone: (206) 753-1801 or SCAN 234-1801

State Archivist / Deputy State Archivist
Phone: (206) 753-5485 or SCAN 234-5485

Archival Research
Phone: (206) 586-1492 or SCAN 321-1492

WASBO Records Management Committee Chair
c/o WASBO (206) 368-4706

Washington State Regional Archives System



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Concepts of Records Management

The Problem

Our ability to control information has not kept pace with our capacity to produce it.

For example, who in your district knows:

The total volume of records being held?

What portions of those records are active, inactive, or obsolete?

How rapidly those records are growing?

How many forms are being used?

How much time is required to prepare each form?

How many reports are being produced and who received them?

How much time it takes to file, reference and refile records?

These are important records management considerations. The conditions to which they relate have a tremendous impact upon the efficiency and cost effectiveness of our offices. For example, the cost of records creation, maintenance and storage are considerable.

Our Investment in Records

Records Creation

Each inch of file space contains up to 160 pieces of correspondence, reports, or forms. Original correspondence has been reliably estimated to cost as much as \$12.00 in professional and

clerical time to prepare. That adds up to as much as \$1,920.00 per inch or \$48,000.00 per file drawer in value.

Records Maintenance

The average annual cost of filing and retrieval is about \$48.30 per file inch in clerical and supervisory costs.

Records Storage

The average cost of office space is about \$12.00 per square foot per year. On that basis, it costs \$96.00 per year to house each letter-size four-drawer filing cabinet and \$144.00 per year to house each legal-size four-drawer filing cabinet.

The Solution: Records Management

"Records management" is a general term which encompasses a number of activities and techniques which contribute to the common goal of making records-keeping easier, more efficient and more economical. These include, but are not restricted to, records retention scheduling, noncurrent records storage, files management, forms management, micrographics, reports management, and essential records protection. Any or all of these techniques may be incorporated into a specific program to meet the needs of a public agency.

The Division of Archives and Records Management publishes a number of manuals and handbooks on records management which are available upon request through your regional archivist. In addition, published records management information is available from several professional associations.

A Summary of Legal Requirements For The Preservation and Disposal of Public Records:

In most states, statutes regulate the retention and disposition of public records. Chapter 40.14 RCW and Washington Administrative Code (WAC) 434 include the following provisions:

Public Records Defined

The term "public records" applies to any paper, correspondence, form, bound volume, film, magnetic record, drawing or other document, regardless of form or physical characteristics, that has been created or received by any state or local government agency during the course of public business (RCW 40.14.010 and WAC 434-610-010).

Records as Public Property

All such public records shall be, and remain, the property of the agency. Outgoing officials and employees must pass such records on to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed and otherwise managed according to the provisions of Chapter 40.14 RCW unless otherwise provided by law (WAC 434-615-010).

Custody of Public Records

Public records must remain in the custody of the agency in which they were originally created or received. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals except for disposition pursuant to law or as otherwise provided by law (RCW 40.14.070 and WAC 434-615-020).

Disposition of Public Records

Public records may be destroyed or transferred only in accord with the instructions and approval of the State of Washington's Local Records Committee (RCW 40.14.070).

Local Records Committee

The Washington State Local Records Committee includes the State Archivist and representatives of the State Auditor and the State Attorney General. This committee has the authority to review and approve the disposition of all local government records (RCW 40.14.070 and WAC 434-630).

Records Retention Schedule

Local agencies may establish a records control program based on records retention schedules submitted to the Local Records Committee for approval. The Committee may approve, veto, or amend the schedules. Once a records retention schedule is approved by the Committee, the local agency has the authority to dispose of the records listed thereon on a recurring basis until the schedule is revised or amended (RCW 40.14.070).

Authority to Adopt General Records Retention Schedules

The Washington State Local Records Committee may approve and issue records retention schedules which give authority to local agencies for the disposition of specific types of commonly-held records. General records retention schedules provide this authority on a recurring basis until such time as they might be revised or rescinded by the Committee (RCW 40.14.070 and WAC 434-635-050).

Use of Microfilm

Microfilm copies of public records, having completeness and clarity which meet state standards and are officially sanctioned, have the same legal status as the paper originals (RCW 40.20.020 and RCW 5.46.010).

Authority to Transfer Records to the State Archives

Instead of being retained permanently by the agency, records designated as having archival or historical value may be officially transferred to the State Archives or one of its regional branches. It is illegal to transfer public records to private persons or organizations or to depositories not designated by the State Archivist (RCW 40.14.070 and WAC 434-615-030).

Methods of Records Destruction

WAC 434-640-010 RECORDS DISPOSAL - GENERALLY.

When the state or local records committee has authorized the destruction of public records in accord with Chapter 40.14 RCW, it shall be the responsibility of the agency having requested or received such authorization to cause such records to be disposed of promptly and effectively, after the approved retention period.

WAC 434-640-020 DISPOSAL OF CONFIDENTIAL RECORDS.

It is the agency's responsibility to ensure that records exempt from disclosure per Chapter 42.17 RCW, or which are otherwise considered confidential, are protected from unauthorized access during any disposal process. The primary purpose of such disposal shall be that of reducing the records to an illegible condition.

WAC 434-460-030 DISPOSAL BY RECYCLING.

Pursuant to disposition authorization from the state or local records committee, an agency may dispose of records by recycling under the following conditions:

(1) The prompt destruction of the records shall be ensured, and the responsibility for such destruction shall continue to be that of the agency until effectuated;

(2) The recycling agent or entity shall have any required licenses and shall be insured or bonded;

(3) Records shall not be kept in unattended and unprotected storage while awaiting their destruction;

(4) The agency or its authorized agent shall have in effect a contract or written agreement with the recycling entity which includes these conditions.

Definition and Use of General Records Retention Schedules

What is a General Records Retention Schedule?

A general records retention schedule fulfills all of the functions of a records retention schedule approved for an individual agency by the Local Records Committee. However, a general schedule is issued by the Local Records Committee to serve as the retention standard and disposition authority for records series commonly held by particular types of local government agencies. Disposition authority for records not covered by a general records retention schedule must be obtained separately through the committee using a form SSA-24 prepared by the office of record. This form is available from the Division of Archives.

Use and Application of General Records Retention Schedules

Direct Application

The general records retention schedules may be applied directly by districts as an authority to destroy the records listed thereon after the expiration of the required retention period. This requires no further authorization or approval and no additional paperwork except as may be desired by the district to verify the date and method of destruction or disposal for public disclosure purposes (see Appendix F "Documenting Records Destruction").

Guide for Internal Working Schedules

The general schedule may list records which are not maintained by the district. Therefore, an "internal working schedule," which is restricted to records that are specifically kept by the district,

may be abstracted from the general records retention schedule. The "internal working schedule" must cite the disposition authority number and item numbers from the general schedule, but otherwise may be formatted for distribution and use as best suits the district. The "internal working schedule" carries the same authority in law as the general records retention schedule, as long as the general schedule can be cited.

Records Not Covered by General Schedules

Those records series held by a district which are not listed on the general records retention schedule may be scheduled for disposal by preparation and submittal of a form SSA-24, "Public Records Retention Schedule and Destruction Authorization." This form may be obtained from the nearest branch of the State Archives (see Page 2). Once approved by the Washington State Local Records Committee, these individual records retention schedules should be incorporated into the internal working schedule.

Reduction of Retention Periods

Generally, retention periods for official public records are fixed by law and cannot be reduced. The retention for office files and memoranda (OFM) are often more flexible. If a district wishes to have retention periods for OFM records listed on the general schedules reduced, it must prepare an SSA-24, citing the records series and retention periods requested, and submit it to the Local Records Committee for approval. Records retention schedules previously approved for individual agencies may not be superseded by a general records retention schedule without the approval of the Local Records Committee.

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General Records Retention Schedule for School Districts

This general records retention schedule has been approved by the Local Records Committee pursuant to its authority under the provisions of the Revised Code of Washington, Chapter 40.14.070, and Washington Administrative Code 434.635.050.

The General Records Retention Schedule on the following pages constitutes authority for the disposal of the records listed thereon after their specified retention periods have expired.

Accounting.....	\$1
Administrative Records Common to all Departments and Schools.....	\$5
Athletics.....	\$10
Attendance.....	\$13
Board of Directors.....	\$14
Budget.....	\$18
Curriculum/Instruction.....	\$19
Data Processing Electronic Information Systems.....	\$23
Electronic Information Management.....	\$25
Electronic Mail.....	\$26
Facilities Administration.....	\$27
Federal Grants and Programs.....	\$34
Food Services.....	\$37
Hazardous Materials Administration.....	\$40
Head Start/Early Childhood Education.....	\$45
Health Services.....	\$46
Historical Materials.....	\$48
Home-Based Instruction.....	\$49
Insurance/Risk Management/Safety.....	\$50
Internal Audit.....	\$55
Learning Resource Center.....	\$56
Mail Services.....	\$57
Non-Record Materials.....	\$58
Payroll.....	\$59
Personnel.....	\$64
Personnel/Affirmative Action.....	\$67
Personnel/Benefits.....	\$68
Personnel/Employee Relations.....	\$69
Personnel/Training and Staff Development.....	\$70
Purchasing.....	\$71
Purchasing/Central Stores.....	\$73
Purchasing/Surplus Property.....	\$74
Records Management.....	\$75
Security.....	\$77
Skill Center.....	\$78
Special Education Student Records.....	\$79
Student Assignment.....	\$81
Student Records.....	\$82
Superintendent.....	\$85
Teaching Records.....	\$88
Traffic Safety.....	\$89
Transportation Services/Motor Pool/Vehicle Maintenance.....	\$90

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SCHEDULE TITLE
ACCOUNTING

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	VOUCHERS Includes claims, work orders and other supporting documents.	OPR	6 years	Until completion of State Auditor's examination report.			
2	WARRANT REGISTER	OPR	6 years	District option			
3	CANCELLED WARRANTS	OPR	6 years	None			
4	PURCHASE ORDERS AND/OR PURCHASE REQUISITIONS Used as pay documents.	OPR	6 years	Until completion of State Auditor's examination report.			
5	APPLICATION FOR DUPLICATE INSTRUMENT, AFFADAVIT 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	6 years	None			
6	ACCOUNTS PAYABLE CONTROL Lists invoice totals and taxes. Used to balance against computer generated warrant register.	OFM	1 month	None			
7	APPORTIONMENT REPORT/STATE OF WASHINGTON	OPR	6 years	None			

SUPERSEDED

<p>FOR THE ATTORNEY GENERAL</p> <p><i>R. E. [Signature]</i></p>	<p>FOR THE STATE AUDITOR</p> <p><i>C. [Signature]</i></p>	<p>FOR THE STATE ARCHIVIST</p> <p><i>Sidney McAlpin</i></p>
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DISPOSITION AUTHORITY NUMBER
GS51-02

PAGE S2

SCHEDULE TITLE
ACCOUNTING

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
8	INVENTORY RECONCILIATION REPORT Forms used to balance inventory with units purchased and sold for vending machines, event tickets, fund raisers, etc.	OFM	3 years	1 year			
9	PETTY CASH CLAIM FORMS AND RECEIPTS	OPR	6 years	Until completion of State Auditor's examination report.			
10	PETTY CASH MONTHLY RECONCILIATION REPORTS	OFM	Until completion of State Auditor's examination report.	1 year			
11	PETTY CASH REGISTER	OPR	6 years	None			
12	SIGNATURE AUTHORIZATION LIST	OPR	Until superseded plus 6 years.	Until obsolete or superseded			
13	STUDENT FEE AND FINE STATEMENTS	OPR	6 years	1 year			
14	GENERAL LEDGER	OPR	6 years	None			
15	JOURNALS	OPR	6 years	Until obsolete or superseded			

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FOR THE ATTORNEY GENERAL

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FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-02

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SCHEDULE TITLE
ACCOUNTING

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
16	RECEIPTS	OPR	6 years	1 year			
17	BANKING RECORDS: Cancelled checks, check registers, deposit slips, bank statements	OPR	6 years	1 year			
18	COUNTY TREASURER FINANCIAL REPORTS	OPR	Retained by County Treasurer	Until completion of State Auditor's examination report.			
19	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and error corrections.	OPR	6 years	1 year			
20	STATE AUDITOR'S EXAMINATION REPORT	OPR	6 years*	1 year			*Retained permanently by State Auditor's Office
21	TRIAL BALANCES	OFM	Until completion of State Auditor's examination report.	None			
22	INVOICE, DISTRICT Invoice and back-up documentation.	OPR	6 years	1 year			

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FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

[Signature]

[Signature]

[Signature: Sidney McAlpin]

DISPOSITION AUTHORITY NUMBER
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ACCOUNTING

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

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			PRIMARY COPY	SECONDARY COPIES			
23	CASH RECEIPTS TRANSMITTALS, COUNTY Forms transmitting money between district and county.	OPR	6 years	Until completion of State Auditor's examination report.			
24	CASH RECEIPTS TRANSMITTALS, INTERNAL Forms transmitting money from school or department to central accounting.	OFM	3 years	1 year			
25	FIXED ASSETS INVENTORY LISTING Year end report.	OFM	3 years	Until obsolete or superseded			
26	FIXED ASSET INVENTORY CHANGE FORMS Forms used to update fixed assets inventory.	OFM	3 years	Until completion of update			
27	FINANCIAL REPORTS Monthly, quarterly and annual reports made to and/or by the department regarding its expenditures and the status of its budget.	OFM	Until completion of State Auditor's examination report.	1 year			
28	TRAVEL AUTHORIZATIONS/VOUCHERS	OPR	6 years	Until completion of State Auditor's examination report.			

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FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-01

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SCHEDULE TITLE
ADMINISTRATIVE RECORDS COMMON TO ALL DEPTS & SCHOOLS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	SCHOOL BOARD MINUTES, RESOLUTIONS, AGENDA AND NOTICES	OFM	Retained by clerk of Board of Directors	1 year			
2	POLICY AND PROCEDURE DIRECTIVES	OFM	Retained in superintendent's office	Until obsolete or superseded			
3	LEGAL OPINIONS Formal statements expressing legal counsel's opinion on the application of law to a specific policy or issue.	OFM	Retained in superintendent's office	Until obsolete or superseded			
4	SUBJECT OR WORKING FILES	OFM	Review annually and dispose of obsolete material	None	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. Materials from this records series may also be used as part of the State Auditor's examination cycle.
5	SPI BULLETINS/MEMORANDA	OFM	Until superseded or expired	None			
6	CHRONOLOGICAL, READING OR BACKUP FILES	OFM	90 Days	None			

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FOR THE ATTORNEY GENERAL

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FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-01

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SCHEDULE TITLE
ADMINISTRATIVE RECORDS COMMON TO ALL DEPTS & SCHOOLS

SCHEDULE APPLICABLE TO
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
7	CONTRACTS AND AGREEMENTS	OFM	Termination plus 6 years	Termination plus 1 year			
8	NEGOTIATED SCHOOL CALENDARS	OFM	Retained in superintendent's office	Until obsolete or superseded			
9	ENROLLMENT REPORTS	OPR	6 years	1 year			
10	RESEARCH REPORTS, SURVEYS AND STUDIES	OFM	3 Years	1 year			
11	ANNUAL REPORTS	OFM	Retained by clerk of Board of Directors	1 year			
12	BUDGET	OFM	Retained by clerk of Board of Directors	1 year			
13	FINANCIAL REPORTS Monthly, quarterly and annual reports made to and/or by the department regarding its expenditures and the status of its budget.	OFM	Retained in business and accounting office	1 year			

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FOR THE ATTORNEY GENERAL

W. E. Burt

FOR THE STATE AUDITOR

W. Wilson

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
G851-01

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ADMINISTRATIVE RECORDS COMMON TO ALL DEPTS & SCHOOLS

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			PRIMARY COPY	SECONDARY COPIES			
14	FISCAL, PURCHASE AND RECEIVING DOCUMENTS Documentation of purchase and procurement of goods and services including: Invoice Vouchers, Purchase Orders, Field Orders, Requisitions, Receipts.	OFM	Retained in business and accounting office	1 year			
15	WORK ORDERS/REQUESTS	OPR	6 years	1 year			
16	PAYROLL REPORTS	OFM	Retained in payroll office	1 year*			*Individual time sheets not sent to Payroll must be retained until completion of State Auditor's Examination Report.
17	EMPLOYEE FILES	OFM	Retained in personnel office	Termination of employment			
18	JOB DESCRIPTIONS	OFM	Retained in personnel office	Until obsolete or superseded			
19	STUDENT DISCIPLINARY ACTION REPORT	OFM	3 years (school)	1 Year			
20	AFFIRMATIVE ACTION COMPLIANCE REPORTS	OFM	Retained in affirmative action office	1 year			

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FOR THE ATTORNEY GENERAL
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FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-01

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ADMINISTRATIVE RECORDS COMMON TO ALL DEPTS & SCHOOLS

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			PRIMARY COPY	SECONDARY COPIES			
21	DESCRIPTIVE GUIDE TO SCHOOL DISTRICT ADMINISTRATION AND STAFFING	OFM	Retained in superintendent's office	Until obsolete or superseded			
22	FIRE AND OTHER EMERGENCY DRILLS	OFM	Retained in safety office	1 year			
23	MINUTES, ASSOCIATED STUDENT BODY AND STUDENT ORGANIZATIONS	OPR	Permanent (school)	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
24	BYLAWS, ASSOCIATED STUDENT BODY AND STUDENT ORGANIZATIONS	OPR	Permanent (school)	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
25	REPORTS REQUIRED BY SPI	OFM	Retained by Superintendent of Public Instruction	Until completion of State Auditor's examination report.			
26	SURPLUS PROPERTY INVENTORY	OPR	Retained by purchasing office	1 year			

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FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

C. H. Linton

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-01

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			PRIMARY COPY	SECONDARY COPIES			
27	PUBLIC RESEARCH ACCESS REQUEST	OPR	Resolution of request plus 3 years	1 year			
28	RESEARCH REQUEST LOG	OFM	Last entry plus 3 years				
29	PERIODIC STATISTICAL REPORTS	OFM	2 years	1 year			
30	GENERAL CORRESPONDENCE AND MEMORANDA	OFM	2 years	None			
31	BUILDING USE PERMITS/AUTHORIZATIONS	OPR	6 years	1 year			
32	FIRST AID/CPR TRAINING DOCUMENTATION	OPR	Until superseded plus 6 years	None			
33	APPOINTMENT CALENDARS Provides a record of appointments, "to do" lists and meeting schedules.	OFM	Current year*	None			*Elected officials and department heads should keep appointment calendars at least 1 additional year to document their activities for legal purposes.

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. [Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-03

PAGE S10

SCHEDULE TITLE
ATHLETICS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	SCHEDULES Dates and locations of school games, meets and matches for season and tournament play.	OFM	3 years	None			
2	ATHLETIC ELIGIBILITY RECORDS Includes physicals, insurance, grade point, appeals, and emergency information.	OFM	3 years*	None			*Primary copy of insurance on individuals should be kept with District Insurance files.
3	SCHOOL PROTESTS OF GAMES	OFM	1 year	None			
4	TEAM ROSTERS	OFM	1 year	None			
5	ATHLETE/TEAM ACHIEVEMENT RECORDS Statistics and league standings.	OPR	Permanent	1 year or until superseded.	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
6	LEAGUE CONSTITUTION AND BYLAWS	OPR	Retained in league office	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
G951-03

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SCHEDULE TITLE
ATHLETICS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
7	LEAGUE POLICIES AND PROCEDURES Handbooks, bulletins, rules, practical arrangements, home team responsibilities.	OPR	Retained in league office	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
8	LEAGUE MINUTES	OPR	Retained in league office	1 year	*	+	*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
9	LEAGUE COACH'S MANUAL	OFM	Retained in league office	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. ...

FOR THE STATE AUDITOR
C. H. ...

FOR THE STATE ARCHIVIST
Sidney McAlpin

DISPOSITION AUTHORITY NUMBER

GS51-03

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SCHEDULE TITLE
ATHLETICSSCHEDULE APPLICABLE TO
SCHOOL DISTRICTSEFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
10	COACHES QUALIFICATIONS DOCUMENTATION (As per WIAA)	OPR	Termination plus 6 years (primary copy may be retained in personnel office)	Until obsolete or superseded			
11	SCOREBOOK, SCORESHEETS	OFM	1 year	None			
12	REGISTRATION FORMS	OFM	Until completion of State Auditor's examination report.	None			
13	ACCIDENT/INJURY REPORT, STUDENT	OFM	Retained in safety office	3 years			

FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

C. H. Linder

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-04

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SCHEDULE TITLE
ATTENDANCE

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 20, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	ATTENDANCE RECORD, INDIVIDUAL STUDENT (Cumulative)	OFM	3 years	1 year			
2	ABSENCE NOTIFICATION REPORT Notification to parent/guardian regarding a student's absences.	OFM	Current year	Current year			
3	ATTENDANCE REPORTS	OFM	3 years	1 year			
4	DAILY PERIOD ABSENCE REPORT	OFM	Current school year	Current school year			
5	STUDENT LATE ARRIVAL & EARLY DEPARTURE LOGS	OFM	Current school year plus 1 year	None			
6	ABSENCE EXCUSE	OFM	Current school year	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. B. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-05A

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SCHEDULE TITLE
BOARD OF DIRECTORS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	MINUTES OF BOARD PROCEEDINGS Includes all referenced and attached documents.	OPR	Permanent	1 year	*	+	*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
2	AUDIO TAPE RECORDINGS OF OFFICIAL PROCEEDINGS Although this series cannot serve as the permanent record of proceedings, it may be used to satisfy court requirements for verbatim accounts of the process making decisions which result in resolutions, policies or actions.	OPR	6 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-05A

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SCHEDULE TITLE BOARD OF DIRECTORS	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 31, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
3	RESOLUTIONS	OPR	Permanent	District option	*	+	*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
4	RECORDS OF PUBLIC HEARINGS Includes all referenced and attached documents.	OPR	Permanent	1 year	*	+	*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. [Signature]</i>	FOR THE STATE AUDITOR <i>[Signature]</i>	FOR THE STATE ARCHIVIST <i>Sidney McAlpin</i>
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DISPOSITION AUTHORITY NUMBER
G350-05A

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SCHEDULE TITLE
BOARD OF DIRECTORS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
5	NOTICES OF PUBLIC MEETINGS	OFM	3 years	District option			
6	ANNUAL REPORTS OF SUPERINTENDENT OR FISCAL OFFICER TO BOARD OF DIRECTORS	OPR	Permanent	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
7	BOARD COMMITTEE MINUTES/REPORTS	OPR	Permanent	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
8	PETITIONS TO THE BOARD OF DIRECTORS	OPR	6 years	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
9	AGENDAS	OFM	3 years	District option			*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. Campbell

FOR THE STATE AUDITOR
Ch. Wilson

FOR THE STATE ARCHIVIST
Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-05A

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SCHEDULE TITLE
BOARD OF DIRECTORS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
10	GOALS & OBJECTIVES WORKING FILE	OFM	3 years	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
11	BOARD BRIEFS/PACKETS	OFM	1 year	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
12	AGENDA REQUEST	OFM	1 year	None			
13	INDEXES TO MINUTES AND RESOLUTIONS To provide quick access to minutes and resolutions related to specific topics or issues.	OFM	Permanent	None			*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.

SUPERSEDED

FOR THE ATTORNEY GENERAL
[Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-02A

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SCHEDULE TITLE BUDGET		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 31, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR- CHIVE?	MICRO- FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	BUDGET (F-195)	OPR	Filed with permanent copy of Board Minutes	1 year			
2	BUDGET WORK PAPERS AND PRELIMINARY DRAFTS	OFM	Until completion of State Auditor's examination report.	Until adoption of final budget			
3	BUDGET OFFICER'S BOARD REPORT	OPR	6 years	1 year			
4	BUDGET STATUS REPORT - DEPARTMENT/BUILDING	OFM	Until completion of State Auditor's examination report.	Until obsolete or superseded			
5	BUDGET REVISION REQUESTS	OPR	6 years	Until obsolete or superseded			

SUPERSEDED

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-06A

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SCHEDULE TITLE
CURRICULUM/INSTRUCTION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	INSTRUCTIONAL MATERIALS SUBJECT FILE Evaluation data and recommendations on instructional materials which are accrued prior to Board adoption.	OFM	Until superseded by new adoption	None	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
2	COMMUNITY CHALLENGES OF INSTRUCTIONAL MATERIALS	OFM	5 years	None	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
3	COURSE ADDITIONS, DELETIONS AND CHANGES	OFM	3 years	None			
4	CURRICULUM SUMMARIES AND GUIDES	OFM	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
5	STUDENT LEARNING OBJECTIVES (SLO) PROGRAM FILES a. Complete set of Student Learning Objectives for each basic subject. b. Community input data for development of Student Learning Objectives. c. Evaluation Data for each Student Learning Objective.	OFM	Until superseded	None	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. Bull

FOR THE STATE AUDITOR
G. H. Liden

FOR THE STATE ARCHIVIST
William J. Macalister

DISPOSITION AUTHORITY NUMBER
GS51-06A

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SCHEDULE TITLE
CURRICULUM/INSTRUCTION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
6	INDIVIDUAL STUDENT SLO RESULTS	OFM	Until compilation and issuance of test data	Until compilation and issuance of test data			
7	CATEGORICAL PROGRAM FILES a. State categorical programs: student lists, test scores, inventory of equipment, legal reports, evaluations and assurances to be maintained for monitoring and auditing purposes. b. Federal categorical programs: student eligibility lists, comparability reports, pre- and post-test data, evaluations, inventory of equipment, parent advisory committee minutes.	OFM	3 years after completion of grant audit or retain for period required by grant or program*	None			*Reference HANDBOOK FOR CATEGORICAL STATE AND FEDERAL PROGRAMS published by SPI. Records from this series which become involved in an audit or litigation before the end of the retention period specified by the granting agency must be retained at least until the audit or litigation is resolved.
8	STUDENT TESTING - PRIMARY RECORD Response sheet completed by student.	OFM	90 days	None			
9	STUDENT TESTING - GROUP REPORTS Summary of testing scores by class, grade, program, sex, ethnic group, building or district.	OFM	5 years	1 year			
10	STUDENT TESTING - INDIVIDUAL STUDENT REPORT	OFM	2 years after graduation	1 year			

FOR THE ATTORNEY GENERAL

R. E. T. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SCHEDULE TITLE CURRICULUM/INSTRUCTION
SCHEDULE APPLICABLE TO SCHOOL DISTRICTS
EFFECTIVE DATE March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
11	STUDENT TESTING - AUTOMATED BACKUP DATA Tapes, disks, or punch cards containing data from various student testing exercises	OFM	5 years	None			
12	STUDENT TESTING AUTOMATED PROGRAM SOFTWARE & SYSTEM DOCUMENTATION	OPR	1 year after superseded by new system.	None			
13	ACCREDITATION REPORTS AND EVALUATION REPORTS Separate evaluations of all district reports subject to review	OPR	Until superseded plus 6 years.	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
14	GRADUATION REQUIREMENTS STATEMENTS	OPR	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
15	STUDENT ASSESSMENT AND PLACEMENT PROGRAM CASE FILES	OFM	1 year after screening	None			
16	PARENT/GUARDIAN CURRICULUM WAIVERS	OPR	6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. F. [Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-06A

PAGE S??

SCHEDULE TITLE
CURRICULUM/INSTRUCTION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
17	INDIVIDUAL STUDENT LEARNING OBJECTIVES REPORTS	OFM	Until compilation of data and issuance of test data	Until compilation of data and issuance of test data			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. [Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-06A

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SCHEDULE TITLE
Data Processing / Electronic Information Systems

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: Problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	1 year			
2	SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion and acceptance.	OFM	FISCAL/ACCOUNTING SYSTEMS, Termination plus 3 years/ALL OTHER SYSTEMS, Termination plus 2 years	Until termination of system or program use.	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
3	PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specification and system acceptance criteria.	OFM	FISCAL/ACCOUNTING SYSTEMS, Termination plus 3 years/ALL OTHER SYSTEMS, Termination plus 2 years	Until termination of system or program use.			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-06A

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SCHEDULE TITLE Data Processing / Electronic Information Systems		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 18, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
4	SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	FISCAL/ACCOUNTING SYSTEMS, Termination plus 3 years/ALL OTHER SYSTEMS, Termination plus 2 years	Until termination of system or program use.			
5	OPERATIONAL DATA Summaries of throughput statistics, usage figures and work output measurements.	OFM	1 year	Until obsolete or superseded			
6	POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use.	Until obsolete or superseded			
7	SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs and punchcards providing backup data which is revised and recreated in a regular cycle.	OFM	Until obsolete or superseded	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Pruitt

FOR THE STATE AUDITOR

G. H. Linder

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-20B

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SCHEDULE TITLE
ELECTRONIC INFORMATION MANAGEMENT

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	WORD PROCESSING FILES Electronically stored working files for the preparation, revision and reissuance of letters, reports, manuals, directives and other records.	OFM	Print out, file and retain hard copy as per Local Records Committee approved retention schedule	Until obsolete or superseded			Hard copy printouts are required to be made, filed and retained according to records retention schedules or general records retention schedules approved by the Local Records Committee.
2	FINDING AIDS AND INDEXES (USER WORKING COPY) Includes lists, registers, cross reference and other finding aid copies (on any medium) used to provide access to files.	OFM	Until obsolete or superseded	Until obsolete or superseded			
3	DATABASE AND SPREADSHEET DATA (USER WORKING COPY) User copies of master files used to collect, retain, retrieve, update, transmit, issue or present data or information.	OFM	Until obsolete or superseded	Until obsolete or superseded			Hard copy printouts are required to be retained according to records retention schedules or general records retention schedules approved by the Local Records Committee.

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Smith

FOR THE STATE AUDITOR

C. Wilson

FOR THE STATE ARCHIVIST

Sidney McAlpin

SCHEDULE TITLE ELECTRONIC MAIL	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 31, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	APPOINTMENT CALENDARS Provides a record of appointments, "to do" lists and meeting schedules in electronic storage or printed out in hard copy.	OFM	Current year*	System File & Backup 90 days			*Elected officials and department heads should keep appointment calendars at least 1 additional year to document their activities for legal purposes.
2	ROUTINE/NONPOLICY NOTES, MESSAGES, TRANSMITTAL LETTERS, CORRESPONDENCE, REPORTS, ETC	OFM	30 days	30 days			
3	POLICY CORRESPONDENCE & REPORTS	OFM	1 year	30 days	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>Ch. L. L...</i>	FOR THE STATE ARCHIVIST <i>Sidney McAlpin</i>
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DISPOSITION AUTHORITY NUMBER
GS51-07

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SCHEDULE TITLE
FACILITIES ADMINISTRATION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	LONG RANGE FACILITIES PLAN	OPR	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
2	CAPITAL IMPROVEMENT PLANNING PROJECT FILE	OFM	Until completion of project.	Until completion of project.	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
3	CAPITAL LEVY PLANNING FILES	OFM	Until completion of project.	Until completion of project.			
4	BUILDING AND SITE DATA	OFM	Until disposal and/or sale of building and site.	None	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
5	DEMOGRAPHIC AND ENROLLMENT PROJECTIONS	OFM	5 years	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

R. E. Burt

C. H. Linder

John J. Mallick

DISPOSITION AUTHORITY NUMBER
GS51-07

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SCHEDULE TITLE
FACILITIES ADMINISTRATION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
6	ENVIRONMENTAL IMPACT STATEMENTS Includes final statements and backup documentation relating to construction, operations and school closures.	OFM	Permanent	Until completion of planning project	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
7	ENVIRONMENTAL IMPACT STATEMENT WORK FILES	OFM	End of planning period.	End of planning period.			
8	SCHOOL BOARD RESOLUTION REGARDING BOND ISSUE	OPR	Retained by clerk of Board of Directors	Until completion of project.	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
9	CONSTRUCTION CONTRACT FILE Includes SPI building construction matching fund documentation.	OPR	Termination plus 6 years	Until completion of project.			
10	PUBLIC BIDS a. Request for Bid. b. Public Notice. c. Bid Award.	OPR	Board of Directors Resolution	6 years			
11	BUILDING SPECIFICATIONS, DRAWINGS, ADENDA, NOTES, AND CHANGE ORDER	OFM	Until disposal and/or sale of building and site.	Until disposal and/or sale of building and site.	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

C. Wilson

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-07

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SCHEDULE TITLE
FACILITIES ADMINISTRATION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
12	MAJOR CONSTRUCTION PROJECT FILES Construction of new buildings, major renovation and additions. Includes permits.	OPR	Termination of ownership plus 6 Years	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
13	MINOR CONSTRUCTION PROJECT FILES Roofing, paving, minor renovation and repairs. Includes permits.	OPR	Completion of project plus 6 years.	Until completion of project.			
14	ARCHITECT/CONSULTANT CONTRACT FILES	OPR	6 years after termination of contract.	Termination of contract			
15	CONSTRUCTION LOG Chronological listing of the progress of construction projects.	OFM	Permanent	None			
16	SMALL WORKS ARCHITECT/CONSULTANT ROSTER FOR CONTRACTS	OFM	Until obsolete or superseded	Until obsolete or superseded			
17	ENERGY USAGE MEASUREMENT REPORTS AND DATA	OFM	5 years	Until obsolete or superseded			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burt

FOR THE STATE AUDITOR

C. L. Loh

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-07

PAGE S30

SCHEDULE TITLE
FACILITIES ADMINISTRATION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
18	ENVIRONMENTAL MONITORING REPORTS	OFM	Permanent	3 years	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
19	FACILITIES ADVISORY AND SUPPORT COMMITTEE FILES May include minutes, correspondence and reports.	OFM	6 years	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
20	BOILER VESSEL REPORTS Reports of boiler inspection by custodian	OFM	6 months	None			
21	BOILER VESSEL REPORTS Report of boiler or hot water tanks by Insurance Company or Labor and Industries.	OFM	Expiration of boiler certificate	None			
22	FIRE EXTINGUISHER INSPECTION TAGS Prepared by Fire Departments or private firms.	OFM	Until obsolete or superseded	None			
23	OPERATING PERMITS Boiler, elevators.	OFM	Until obsolete or superseded	None			
24	EMERGENCY/DISASTER PREPAREDNESS PLAN	OPR	Until superseded plus 6 years.	Until obsolete or superseded			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. B...

FOR THE STATE AUDITOR
Ch. L...

FOR THE STATE ARCHIVIST
Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-07

PAGE S31

SCHEDULE TITLE
FACILITIES ADMINISTRATION

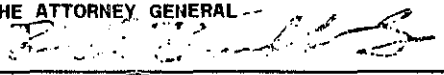
SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
25	FACILITY USE AUTHORIZATION/PERMIT	OPR	6 years	1 year			
26	LEASES	OPR	Termination plus 6 years	Termination			
27	PROPERTY APPRAISALS	OFM	3 years or until obsolete or superseded	None			
28	PROPERTY PURCHASE PROPOSALS (INACTIVE) Proposal for the purchase of district's real property made by other parties and proposals made by district to acquire real property.	OFM	3 years	1 year			

SUPERSEDED

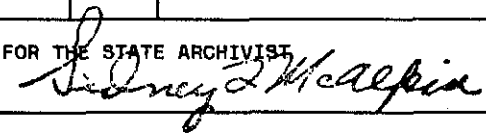
FOR THE ATTORNEY GENERAL



FOR THE STATE AUDITOR



FOR THE STATE ARCHIVIST



SCHEDULE TITLE FACILITIES ADMINISTRATION	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 30, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
29	ENGINEERING AND ARCHITECTURAL DRAWINGS	OFM	Until disposal and/or sale of facility and site	Until completion of project	*	+	*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
30	OPERATING MANUALS Prepared by contractors for use of district in maintaining equipment and mechanical systems installed in facilities.	OFM	Until disposal and/or sale of facility and site	Until obsolete or superseded			
31	MAINTENANCE HISTORY FILE File folders for each facility which may include: maintenance performed, and copies of work orders, purchase orders and inspection reports.	OFM	6 years except capital improvement documents which should be kept until disposal of site	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Burk</i>	FOR THE STATE AUDITOR <i>C. L. L...</i>	FOR THE STATE ARCHIVIST <i>W. J. ...</i>
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DISPOSITION AUTHORITY NUMBER
GS51-07

PAGE 533

SCHEDULE TITLE
FACILITIES ADMINISTRATION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
32	DEEDS, EASEMENTS, RIGHTS OF WAY AND OTHER INSTRUMENTS AFFECTING DISTRICT PROPERTY OWNERSHIP	OPR	Retained by County Auditor	Until sale or conveyance of property			
33	FACILITY RENTAL/USE SCHEDULE	OFM	1 year	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. ...

FOR THE STATE AUDITOR
...

FOR THE STATE ARCHIVIST
Sidney McAlpin

SCHEDULE TITLE
Federal Grants and Programs

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	GRANT APPLICATIONS Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching fund, in-kind contribution and plan of work. (Successful Applications)	OPR	3 years after completion of grant audit or retain for period required by grant or program*	1 year	*		*Reference Federal Register OMB A102. POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record
2	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years after completion of grant audit or retain for period required by grant or program*	Until completion of grant project.			* Reference Federal Register OMB A102
3	PROJECT REPORTS Statement on progress, problems and success in the completion of the grant project, including periodic, annual, special, and final reports.	OFM	3 years after completion of grant audit or retain for period required by grant or program*	1 year	*		*Reference Federal Register OMB A102. POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record
4	WARRANTS/CHECKS Cancelled and returned warrants or checks from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL
[Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-03C

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SCHEDULE TITLE
Federal Grants and Programs

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
5	VOUCHERS Official statement authorizing payment for goods and services from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	3 years after final expenditure report or annual financial status report			
6	WARRANT CHECK OR VOUCHER REGISTERS Numerical listings of checks, warrants and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	3 years after final expenditure report or annual financial status report			
7	ANNUAL FINANCIAL STATUS REPORTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years after completion of grant audit or retain for period required by grant or program*	1 year			* Reference Federal Register OMB A102
8	FINAL EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds (submitted for non-continuing grants.)	OFM	3 years after completion of grant audit or retain for period required by grant or program*	1 year			* Reference Federal Register OMB A102

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. B. M. S.

FOR THE STATE AUDITOR

C. H. Wilson

FOR THE STATE ARCHIVIST

William J. McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-03C

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SCHEDULE TITLE
Federal Grants and Programs

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
9	FINANCIAL SUPPORT DOCUMENTS (Continuing Grants) Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years after completion of grant audit or retain for period required by grant or program*	1 year			* Reference Federal Register OMB A102
10	FINANCIAL SUPPORT DOCUMENTS (Non-Continuing Grants) Working papers, such as summaries, spread sheets, and other data reflecting the expenditure of grant funds.	OFM	3 years after completion of grant audit or retain for period required by grant or program*	1 year			* Reference Federal Register OMB A102
11	SURVEY OF PARENTS OR GUARDIANS LIVING OR WORKING ON FEDERAL PROPERTY (Public Law 81-874)	OPR	5 years*	1 year			*Reference Federal Register 30 CFR Part 356 Section 222.41

FOR THE ATTORNEY GENERAL

R. E. B. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Sidney McAlpin [Signature]

DISPOSITION AUTHORITY NUMBER
GS51-08

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SCHEDULE TITLE
FOOD SERVICES

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	CATERING REQUESTS Requests for use of kitchen and supplying of food and labor.	OFM	3 years after completion of State Auditor's examination report	1 year			
2	FOOD SERVICE ORDERS For supplies needed to operate school lunch program.	OFM	3 years after completion of State Auditor's examination report	1 year			
3	DAILY MEAL AND MILK COUNT REPORTS AND DOCUMENTATION Daily record of meals and milk served. Completed by kitchen and/or lunch room servers.	OFM	3 years after completion of State Auditor's examination report	1 year			
4	FREE OR REDUCED PRICE MEAL APPLICATION Applications for reduced-price or free lunch in compliance with National School Lunch Act.	OPR	6 years	None			Federal audit requirements. Security of confidential information must be protected.
5	MEAL TICKETS Prepaid meal tickets.	OFM	3 years after completion of State Auditor's examination report	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burt

FOR THE STATE AUDITOR

C. J. Wilson

FOR THE STATE ARCHIVIST

Sidney M. MacPhee

DISPOSITION AUTHORITY NUMBER
GS51-08

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SCHEDULE TITLE
FOOD SERVICES

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
6	MEAL TICKET LOG Listing of meal tickets issued, including number, date, name of purchaser, and/or recipient and amount paid.	OFM	3 years after completion of State Auditor's examination report	1 year			
7	STOCK CONTROL RECORDS Listing of food items, supplies, and commodities used for manual count of inventory on hand.	OFM	3 years after completion of State Auditor's examination report	Until obsolete or superseded			
8	STOCK INVENTORY REPORT SUMMARY Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices.	OFM	3 years after completion of State Auditor's examination report	1 year			
9	FOOD HANDLER'S PERMIT Permit renewed every two years.	OFM	Until obsolete or superseded	None			
10	SITE HEALTH PERMIT Annual renewal for kitchen	OFM	Until obsolete or superseded	None			
11	MONTHLY MEAL COUNT REIMBURSEMENT REPORT	OPR	6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
G351-08

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SCHEDULE TITLE
FOOD SERVICES

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
12	SCHOOL BREAKFAST PROGRAM PLAN Includes plan and backup documentation submitted to SPI for program approval.	OPR	Termination of plan plus 6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. [Signature]

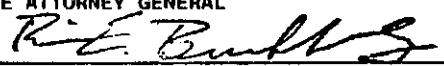


FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
Sidney McAlepin

SCHEDULE TITLE Hazardous Materials Administration	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 20, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR OR OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	ASBESTOS MATERIALS MANAGEMENT PLAN	OPR	Permanent	Current plus 1 year		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.
2	EMPLOYEE ASBESTOS PHYSICAL EXAMINATION (Such as chest x-ray)	OPR	50 years	Until obsolete or superseded		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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DISPOSITION AUTHORITY NUMBER
G850-19

PAGE 541

SCHEDULE TITLE
Hazardous Materials Administration

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 20, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
3	GENERATOR ANNUAL DANGEROUS WASTE REPORT (to Department of Ecology) Summary of all hazardous waste removal.	OPR	Permanent	Until obsolete or superseded		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.
4	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION	OPR	Permanent	1 year		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. Bull

FOR THE STATE AUDITOR
C. Wilson

FOR THE STATE ARCHIVIST
Sidney McAlpin

SCHEDULE TITLE Hazardous Materials Administration	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 20, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
5	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of how accident was cleaned up.	OPR	50 years	Until obsolete or superseded		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.
6	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area.	OPR	50 years	Until obsolete or superseded		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST
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SCHEDULE TITLE Hazardous Materials Administration	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 20, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
7	HAZARDOUS MATERIALS TRAINED PERSONNEL DOCUMENTATION Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date.	OPR	50 years	Until obsolete or superseded		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.
8	HAZARDOUS WASTE ABATEMENT PROJECT FILE Includes asbestos removal, underground storage tank removal and other large scale hazardous material removal.	OPR	Permanent	2 years		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.
9	MATERIALS SAFETY DATA SHEET (MSDS)	OFM	Until obsolete or superseded	Until obsolete or superseded			

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST
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SCHEDULE TITLE Hazardous Materials Administration	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 20, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
10	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS	OFM	50 years	1 year		+	<p>+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.</p>

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST
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SCHEDULE TITLE: HEAD START/EARLY CHILDHOOD EDUCATION ASSISTANCE PROGRAM
 SCHEDULE APPLICABLE TO: SCHOOL DISTRICTS
 EFFECTIVE DATE: March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	STUDENT EDUCATION FOLDER	OPR	5 years	None			Subject to Federal Audit
2	HOME VISIT REPORTS Documentation of visits mandated by program.	OPR	5 years	None			Subject to Federal Audit
3	SPECIAL NEEDS FILE	OPR	5 years	None			Subject to Federal Audit
4	HEALTH FILE	OPR	5 years	None			Subject to Federal Audit
5	SOCIAL SERVICES FILE	OPR	5 years	None			Subject to Federal Audit
6	PARENT INVOLVEMENT FILE	OPR	5 years	None			Subject to Federal Audit
7	PARENT INVOLVEMENT COORDINATION FILE	OFM	5 years	None			Subject to Federal Audit
8	ADMINISTRATION FILES	OFM	5 years	None	*		Subject to Federal Audit *POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
9	EQUIPMENT INVENTORY	OFM	5 years	None			Subject to Federal Audit

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. Bunkley

FOR THE STATE AUDITOR
C. H. Wilson

FOR THE STATE ARCHIVIST
John J. McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-09

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SCHEDULE TITLE
HEALTH SERVICES

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	MEDICATION ADMINISTRATION CASE FILES Includes physician/parent/guardian authorization and account of number and dosages administered.	OPR	8 years after last dose*	District option			*Reference RCW 4.16.350 and RCW 28A.210.260.
2	CERTIFICATE OF IMMUNIZATION DSHS 13-263	OFM	Until termination of enrollment	District option			
3	HEALTH ROOM REGISTRY Log of students reporting to health office because of illness/injury.	OFM	8 years after last entry*	1 year			*Reference RCW 4.16.350 and RCW 28A.210.260.
4	COMMUNICABLE DISEASE REPORT Includes data collected from schools and summary report.	OFM	Until summary report is submitted to local Health Department	None			
5	HEALTH SCREENING RESULTS Includes following tests: Scoliosis (Mandatory), Vision (Mandatory), Hearing (Mandatory), and Dental (Optional).	OFM	Until data transferred to Pupil Health Card or folder.	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bunkley

FOR THE STATE AUDITOR

P. L. Linton

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-09

PAGE S47

SCHEDULE TITLE
HEALTH SERVICES

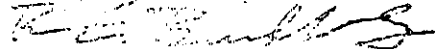
SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
6	STUDENT HEALTH CARD OR FOLDER May include but is not limited to screening results, data recorded from information submitted by parents/doctors and record of notification to parents.	OFM	2 years after graduation or withdrawal	None			
7	CHILD ABUSE REPORTS Reports compiled by district personnel regarding students who may be victims of abuse. Submitted to DSHS Child Protective Services.	OPR	6 years	1 year			
8	APPLICATION FOR HOME/HOSPITAL TUTORING	OPR	6 years	1 year			
9	MEDICATION ADMINISTRATION DAILY LOG A chronological listing of the dosages administered.	OPR	8 years after last entry*	None			*Reference RCW 4.16.350 and RCW 28A.210.260

SUPERSEDED

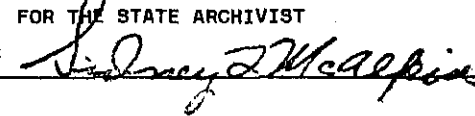
FOR THE ATTORNEY GENERAL



FOR THE STATE AUDITOR



FOR THE STATE ARCHIVIST



DISPOSITION AUTHORITY NUMBER
GS51-06B

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SCHEDULE TITLE
HISTORICAL MATERIALS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS ARCHIVAL AND SHOULD BE PRESERVED FOR HISTORICAL USE BY SCHOOL DISTRICTS OR TRANSFERRED TO THE NEAREST STATE ARCHIVES REGIONAL BRANCH:

The District should establish a policy providing for the regular transfer of the following items to the nearest regional branch of the State Archives or permanent preservation by the District itself (see Appendix).

- 1 SCHOOL HISTORY MATERIAL
Including dedication bulletins, evaluations, letter awards, photographs, scrapbooks, etc.
- 2 GRADUATING CLASS HISTORY FILE
Containing such material as: Graduation list, commencement and baccalaureate services programs, final grade point, cumulative class rank, diploma order list, awards list/honor roll, senior activities and other class items for class reunions or historical purposes.
- 3 YEAR BOOK
- 4 COURSE DESCRIPTION CATALOG
- 5 STUDENT HANDBOOK
- 6 SCHOOL BULLETINS AND NEWSPAPERS
- 7 ANNUAL HIGH SCHOOL REPORT FOR STANDARDS AND ACCREDITATION
- 8 REPORT OF EVALUATION OF ACCREDITATION
- 9 STATEMENTS OF GRADUATION REQUIREMENTS
- 10 DISTRICT PUBLICATIONS (Preserve 1 copy only)

SUPERSEDED

FOR THE ATTORNEY GENERAL

R.E. B. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-09A

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SCHEDULE TITLE
HOME-BASED INSTRUCTION

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	PARENT'S/GUARDIAN'S DECLARATION OF INTENT Annual statement of intent by parent/guardian to provide full-time or part-time home schooling for an individual student.	OPR	3 years	None			
2	LIST OF SERVICES PROVIDED BY THE SCHOOL DISTRICT	OPR	6 years	None			
3	LIST OF STUDENTS	OPR	6 years	None			
4	PARENT/GUARDIAN CURRICULUM WAIVERS	OPR	6 years	1 year			
5	PLACEMENT/EVALUATION TEST RESULTS FOR STUDENTS ENTERING DISTRICT FROM HOME-BASED INSTRUCTION	OFM	2 years after graduation or withdrawal	None			
6	NOTICE OF TRANSFER OF HOME-BASED STUDENT TO DISTRICT Documents the transfer of home-based students back to district schools.	OFM	File in Student Cumulative Record	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL -

R. E. B. [Signature]

FOR THE STATE AUDITOR

C. H. [Signature]

FOR THE STATE ARCHIVIST

Sidney McAlpin [Signature]

DISPOSITION AUTHORITY NUMBER
GS50-06C

PAGE S50

SCHEDULE TITLE
INSURANCE/RISK MANAGEMENT/SAFETY

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	INSURANCE POLICIES PURCHASED BY THE DISTRICT Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the district.	OPR	Termination plus 6 years.	None			
2	FIDELITY AND SURETY COVERAGE BONDS	OPR	6 years	None			
3	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Dept. of Labor and Industries	5 years			
4	MONTHLY STATEMENT OF BENEFITS PAID	OPR	6 years	1 year			
5	INSURANCE AUDITS, SURVEYS, REPORTS to document and analyze the coverage, premium costs and self-insurance costs.	OFM	4 years	None			
6	INCIDENT REPORTS AND CLAIMS FOR DAMAGES FILED AGAINST THE DISTRICT AND BY THE DISTRICT AGAINST OTHER PARTIES	OPR	6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burt

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SCHEDULE TITLE INSURANCE/RISK MANAGEMENT/SAFETY	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 30, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
7	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
8	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Until obsolete or superseded			
9	CERTIFICATION OF EMPLOYER AS SELF-INSURER	OFM	Department of Labor and Industries.	Until certification withdrawn or surrendered.			
10	ACCIDENT REPORTS, EMPLOYEE - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports which are submitted to other agencies as necessary.	OFM	Department of Labor and Industries.	2 years after settlement			
11	ACCIDENT REPORTS, EMPLOYEE - INSURED BY DISTRICT OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	Settlement plus 6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL 	FOR THE STATE AUDITOR 	FOR THE STATE ARCHIVIST 
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DISPOSITION AUTHORITY NUMBER
GS50-06C

PAGE S52

SCHEDULE TITLE
INSURANCE/RISK MANAGEMENT/SAFETY

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
12	ACCIDENT CLAIM LOGS, DEPARTMENT OF LABOR AND INDUSTRIES	OFM	3 years	None			
13	COMPENSATION QUARTERLY REPORTS	OFM	Department of Labor and Industries.	3 years			
14	ACCIDENT REPORTS, STUDENT	OPR	Age 21 or 3 years after accident, whichever is longer	3 years			IF RECORDS ARE NOT READILY SEPARABLE A BLANKET RETENTION PERIOD OF 20 YEARS IS RECOMMENDED.
15	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	1 year			
16	INSURANCE LISTS, STUDENT	OFM	Until completion of State Auditor's examination report.	Until completion of State Auditor's examination report.			
17	APPROVAL FOR USE OF PRIVATE VEHICLES FOR SCHOOL TRANSPORTATION	OPR	6 years	None			
18	SAFETY INSPECTION, STATE NOTICE AND CITATION	OFM	WISHA Office	3 years			
19	NOTIFICATION OF PENALTY ASSESSMENT	OFM	WISHA Office	3 years			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bunkley

FOR THE STATE AUDITOR

G. L. L...

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-06C

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SCHEDULE TITLE
INSURANCE/RISK MANAGEMENT/SAFETY

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
20	INSURANCE, SAFETY & FIRE INSPECTION REPORTS	OFM	Termination of insurance policy plus 6 years	1 year			
21	FACILITY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.	OFM	Until obsolete or superseded	Until obsolete or superseded			
22	MINUTES OF MEETINGS, SAFETY COMMITTEE	OFM	3 years	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
23	REFERENCE & INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets and notices.	OFM	Until obsolete or superseded	Until obsolete or superseded			
24	FIRE & OTHER EMERGENCY DRILL REPORTS	OFM	3 years	1 year			
25	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years.	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-06C

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SCHEDULE TITLE
INSURANCE/RISK MANAGEMENT/SAFETY

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
26	DISASTER/EMERGENCY MANAGEMENT PLAN	OPR	Permanent	Until obsolete or superseded		+	+SUGGESTED PROCEDURES: Microfilm: a. This records series may be retained on microfilm in lieu of hard copy. b. Microfilming must be done in accord with standards issued by the State Archives and be approved by the State Auditor's Office as per RCW 40.20.020.
27	CERTIFICATES OF INSURANCE	OPR	6 years	None			
28	INSURANCE WAIVERS	OPR	6 years	None			
29	PARENT/GUARDIAN FIELD TRIP AUTHORIZATION	OPR	6 years	None			
30	FIRE ALARM APPLICATION	OPR	Termination plus 6 years.	None			
31	FIRE INSPECTION REPORTS	OFM	Termination of policy plus 6 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Buntz

FOR THE STATE AUDITOR

G. L. Lohman

FOR THE STATE ARCHIVIST

Sidney MacAlpin

DISPOSITION AUTHORITY NUMBER
GS50-03F

PAGE 555

SCHEDULE TITLE
INTERNAL AUDIT

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	AUDIT REPORTS Final report of audit findings.	OPR	6 years	1 year	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
2	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Screen Annually	None			
3	TECHNICAL REFERENCE MATERIALS Audit related publications and documents gathered for reference.	OFM	Until obsolete or superseded	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL
[Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-06C

PAGE S56

SCHEDULE TITLE LEARNING RESOURCE CENTERS		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 31, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR- CHIVE?	MICRO- FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	LEARNING RESOURCE CENTER SHELF LIST/INVENTORIES AND TEXTBOOK SHELF LIST	OFM	Until superseded plus completion of State Auditor's examination report.	None			
2	LOSS REPORT	OPR	6 years	1 year			
3	LEARNING RESOURCE CENTER CIRCULATION DOCUMENTATION	OFM	1 year	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-06D

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SCHEDULE TITLE
Mail Services

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	RECEIPTS FOR GOODS AND SERVICES	OPR	6 years	Until completion of State Auditor's examination report.			
2	POSTAGE METER LICENSE	OPR	6 years	Until obsolete or superseded			
3	POSTAGE METER LOG	OFM	3 years	None			
4	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	None			
5	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	None			
6	BULK MAILING PERMIT	OPR	6 years	None			
7	SENDER'S STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	None			
8	POSTAGE EXPENDITURE REPORT	OFM	3 years	1 year			
9	UPS REGISTER	OPR	6 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R.E. Buntz

FOR THE STATE AUDITOR

C.H. Lohan

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-02

PAGE 558

SCHEDULE TITLE
Non-Record Material

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

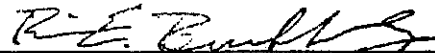
EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			

THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS NON-RECORD AND
MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSES

- 1 Catalogs, trade journals, and other printed or published material received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
- 2 Electrostatic, photocopy, magnetic, or other type of copy of correspondence, filed forms, bulletins, etc., prepared for reference and informational distribution.
- 3 Letters of transmittal which do not add any information to the transmitted materials.
- 4 Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, 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 masters, such as stencils, hectograph masters and offset plates.
- 7 Routing slips used to direct the distribution of documents.
- 8 Shorthand notes, stenotype tapes, word processing disks, and mechanical recordings which have been transcribed into type written or printed form.
- 9 Stocks of any 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 State Archives for historical preservation), EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED.
- 10 Telephone messages, "While You Were Away" slips, check slips or similar forms used to convey non-policy informational messages.

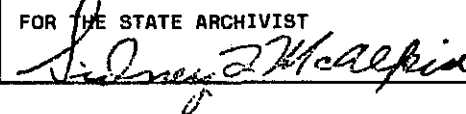
FOR THE ATTORNEY GENERAL



FOR THE STATE AUDITOR



FOR THE STATE ARCHIVIST



DISPOSITION AUTHORITY NUMBER
GS51-05A

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SCHEDULE TITLE
PAYROLL

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			

THE DISTRICT MUST BE AWARE THAT IT IS RESPONSIBLE FOR PROVIDING INFORMATION FOR THE DEPARTMENT OF RETIREMENT SYSTEMS AUDITS OF EMPLOYEE PAY HISTORY. THIS INFORMATION INCLUDES HOURS WORKED AND GROSS PAY PER CALENDAR MONTH FOR THE ENTIRE TERM OF EACH EMPLOYEE'S EMPLOYMENT WITH THE DISTRICT. SUCH INFORMATION MUST BE RETAINED FOR AT LEAST 50 YEARS. CHOICE OF RECORDS SERIES FOR LONG-TERM VERIFICATION OF RETIREMENT ELIGIBILITY SHOULD BE CONFIRMED WITH STATE RETIREMENT SYSTEMS. CHOSEN RECORDS SERIES MAY BE RETAINED ON MICROFILM INSTEAD OF HARD COPY.

SUPERSEDED

1	PAYROLL STATUS SHEETS For districts using Personnel Action Request Forms	OFM	Until data entered and verified.	None			
2	PERSONNEL STATUS SHEETS For districts not using Personnel Action Request form	OFM	Until completion of State Auditor's examination report.	Until obsolete or superseded			
3	PAYROLL STATUS SHEETS For districts using Employee Payroll Status as a substitute for time sheets	OFM	6 years	None			
4	MONTHLY TIME CARDS/SHEETS/REPORTS Includes sick leave activity.	OPR	6 years*	Until completion of State Auditor's examination report.			*May be needed as long-term verification of retirement eligibility. See comment above item 1.

FOR THE ATTORNEY GENERAL <i>R. E. Bull</i>	FOR THE STATE AUDITOR <i>C. H. L...</i>	FOR THE STATE ARCHIVIST <i>Sidney J. Hall</i>
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DISPOSITION AUTHORITY NUMBER
GS51-05A

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SCHEDULE TITLE
PAYROLL

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
5	EMPLOYEE PAY HISTORY FILE May include items also listed as separate records series on this schedule.	OPR	6 years after termination of employment.	None			
6	TEACHER SUBSTITUTE REPORT	OFM	Until completion of State Auditor's examination report.	None			
7	PAYROLL WARRANT REGISTER	OPR	6 years*	Until completion of State Auditor's examination report.			*May be needed as long-term verification of retirement eligibility. See comment above item 1.
8	CANCELLED WARRANTS/CHECKS	OFM	6 years	None			
9	MEDICAL INSURANCE LISTINGS	OFM	Until superseded plus completion of State Auditor's examination report.	None			
10	LISTINGS OF OTHER PAYROLL DEDUCTIONS	OFM	Until superseded plus completion of State Auditor's examination report.	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Buntz

FOR THE STATE AUDITOR

C. L. L...

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-05A

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SCHEDULE TITLE
PAYROLL

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
11	BENEFIT DETAIL REPORTS Automated or manual. Lists district/employee payments on benefits.	OFM	6 years	None			
12	AUTHORIZATION FOR PAYROLL DEDUCTIONS May include tax sheltered agreements, medical insurance, credit union, and other deductions	OPR	Termination of authorization or agreement plus 6 years.	None			
13	GARNISHMENTS	OFM	(Superior Court) Permanent	(District) Until Satisfaction			
14	PRELIMINARY PAYROLL REPORT	OFM	Until verification of final payroll report	None			
15	STATE RETIREMENT SYSTEM FORMS Includes application for eligibility for retirement.	OFM	Until completion of State Auditor's examination report*	None			*This series may need to be retained until long-term balance issues are settled with State Retirement Systems or 6 years to verify money transfer.
16	FEDERAL WAGE AND TAX STATEMENTS	OFM	4 years	None			

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

CH Linton

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-05A

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SCHEDULE TITLE
PAYROLL

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
17	AUTHORIZATION FOR DIRECT PAYROLL DEPOSIT	OFM	Until transferred to cancellation file	None			
18	CANCELLATION OF AUTHORIZATION FOR DIRECT PAYROLL DEPOSIT	OFM	4 years	None			
19	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	None			
20	DETAIL OF DIRECT PAYROLL DEPOSIT ENROLLEES	OFM	1 year	None			
21	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	Until completion of State Auditor's examination report.	None			
22	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	None			
23	LEAVE BUY-BACK ELECTION FORMS	OPR	6 years	1 year			
24	LEAVE SHARING AUTHORIZATION	OPR	6 years	1 year			
25	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) Extension of health benefits coverage upon termination or other qualifying event. Extension Notice and Election Forms.	OPR	6 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burt

FOR THE STATE AUDITOR

G. L. L...

FOR THE STATE ARCHIVIST

Sidney J. McAlpin

SCHEDULE TITLE PAYROLL	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 30, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
26	QUARTERLY EMPLOYEE EARNINGS	OPR	4 years	None			
27	PAYROLL ADMINISTRATION AND VERIFICATION REPORTS Various reports produced to accumulate and identify employee pay, OASI, benefits and deduction information.	OFM	Until completion of State Auditor's examination report.	1 year			
28	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENTS (W-2)	OFM	4 years	None			
29	EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATES (W-4)	OFM	4 years	None			
30	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	None			
31	DEPARTMENT OF LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	None			
32	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	Until completion of State Auditor's examination report.	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>[Signature]</i>	FOR THE STATE AUDITOR <i>[Signature]</i>	FOR THE STATE ARCHIVIST <i>[Signature]</i>
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DISPOSITION AUTHORITY NUMBER
GS51-05B

PAGE S64

SCHEDULE TITLE Personnel		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 21, 1994
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR- CHIVE?	MICRO- FILM?
			PRIMARY COPY	SECONDARY COPIES		
1	EMPLOYEE FILES Personally identifiable information gathered during an individual's term of employment. Includes finger prints and Form I-9 proof of citizenship.	OPR	6 years after termination of employment.	1 year after termination of employment or transfer.		
2	EQUAL EMPLOYMENT OPPORTUNITY INQUIRY FORM (EEO)	OFM	2 years	1 year		
3	EMPLOYMENT REQUISITION/PERSONNEL ACTION REQUEST May contain position specifications, needs analysis and authorization signatures.	OFM	2 years	1 year		
4	JOB ANNOUNCEMENT OR POSTING	OFM	2 years	None		
5	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	2 years	None		
6	EMPLOYMENT APPLICATION, NON HIRED	OFM	2 years	None		
7	EMPLOYEE CONTRACTS, FINAL Includes subsequent riders issued.	OPR	6 years	None		

SUPERSEDED

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

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DISPOSITION AUTHORITY NUMBER
GS51-058

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SCHEDULE TITLE
Personnel

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
8	EMPLOYEE CONTRACTS, SUPERSEDED Contracts superseded within fiscal year	OFM	3 years	None			
9	PROFESSIONAL CREDIT COMMITTEE FILE Evaluation of applications for recognition of non-college credit courses	OFM	Until termination of employment	None			
10	JOB DESCRIPTIONS	OFM	Until obsolete or superseded	District option			
11	EMPLOYEE DIRECTORY	OFM	Until obsolete or superseded	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
12	HBV AND HIV EXPOSURE REPORTS AND WAIVERS	OPR	30 years	None			
13	LIST OF HIV AND HBV TRAINED EMPLOYEES	OPR	30 years	None			
14	VOLUNTEER EMPLOYEE HISTORY FILES	OPR	Termination of volunteer employment plus 6 years	Termination of volunteer employment plus 1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

C. H. Linton

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-05B

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SCHEDULE TITLE
Personnel

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
15	EMPLOYEE FINGERPRINT PROCESSING LIST Listings of newly hired employees fingerprinted for criminal background checks. Reviewed and verified by SPI.	OPR	6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. ...

FOR THE STATE AUDITOR
Ch. ...

FOR THE STATE ARCHIVIST
Sidney ...

SCHEDULE TITLE Personnel/Affirmative Action	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 18, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	AFFIRMATIVE ACTION PLANS	OPR	Until superseded plus 6 years.	Until obsolete or superseded			
2	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	2 years	Until obsolete or superseded			
3	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years	1 year			
4	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Until obsolete or superseded			
5	STUDIES AND REPORTS	OFM	5 years	District option	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>G. H. Wilson</i>	FOR THE STATE ARCHIVIST <i>Sidney J. McAlpin</i>
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SCHEDULE TITLE Personnel/Benefits	SCHEDULE APPLICABLE TO SCHOOL DISTRICTS	EFFECTIVE DATE March 30, 1994
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ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	BENEFITS STUDIES AND SURVEYS	OFM	Until obsolete or superseded	1 year			
2	EMPLOYEE BENEFIT CONTRACTS/POLICIES/PLANS Includes insurance, deferred compensation, health care, etc.	OPR	Until superseded or coverage lapses plus 6 years.	Until obsolete or superseded			
3	EMPLOYEE BENEFIT PARTICIPATION/ENROLLMENT AGREEMENTS AND WITHDRAWALS	OPR	Termination or withdrawal plus 6 years	None			
4	MONTHLY STATEMENT OF BENEFITS PAID	OPR	6 years	1 year			
5	UNEMPLOYMENT INSURANCE CLAIMS	OPR	6 years	Until completion of State Auditor's examination report.			

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. Buntz</i>	FOR THE STATE AUDITOR <i>C. H. Linton</i>	FOR THE STATE ARCHIVIST <i>Sidney McAlpin</i>
--	--	--

DISPOSITION AUTHORITY NUMBER
GS50-04E

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SCHEDULE TITLE
Personnel/Employee Relations

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	COLLECTIVE BARGAINING AGREEMENT	OPR	6 years	Termination of contract			
2	UNION CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement	None			
3	UNION ORGANIZATION LISTS	OFM	Until obsolete or superseded	Until obsolete or superseded			
4	GRIEVANCES AND APPEALS	OPR	6 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL
[Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-046

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SCHEDULE TITLE Personnel/Training and Staff Development		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 21, 1994
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?
			PRIMARY COPY	SECONDARY COPIES		
1	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include inservice and class registrations, confirmations and documentation of training completed.	OPR	6 years after termination of employment.	None		
2	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have completed produced on a periodic basis.	OFM	3 years	None		

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

C. Wilson

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-08A

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SCHEDULE TITLE
Purchasing

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	BID FILES Case histories of bid files, including specifications and other pertinent information. (Successful Bids)	OPR	6 years after completion of purchase or fulfillment of contract.	Until completion of State Auditor's examination report.			
2	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Until completion of State Auditor's examination report.			
3	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Until completion of State Auditor's examination report.			
4	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Until completion of State Auditor's examination report.			
5	PURCHASE ORDER, REQUISITION AND BID LOGS OR LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	6 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-08A

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SCHEDULE TITLE
Purchasing

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
6	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	1 year	None			
7	WITHDRAWAL/CANCELLATION/CHANGE PURCHASE ORDERS	OPR	6 years	Until completion of State Auditor's examination report.			
8	DAMAGE AND LOSS CLAIMS	OFM	3 years	1 year			
9	DEBIT/CREDIT CHARGES	OFM	Until completion of State Auditor's examination report.	1 year			
10	DELIVERY RECEIPT - INTERNAL	OFM	Until completion of State Auditor's examination report.	None			
11	WOMEN- AND MINORITY-OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Until obsolete or superseded			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Bull

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-08B

PAGE S73

SCHEDULE TITLE
Purchasing/Central Stores

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	1 year			
2	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	1 year			
3	MATERIALS RECEIPTS	OFM	3 years	1 year			
4	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	1 year			
5	PACKING SLIPS	OFM	3 years	1 year			
6	INVENTORY/YEAR-END REPORT	OFM	3 years	1 year			
7	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES/TRANSFERS	OFM	3 years	Until obsolete or superseded			
8	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

C. H. [Signature]

FOR THE STATE ARCHIVIST

Sidney J. McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-08C

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SCHEDULE TITLE
Purchasing/Surplus Property

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	SURPLUS PROPERTY INVENTORY	OFM	3 years	Until obsolete or superseded			
2	COOPERATIVE SURPLUS PROPERTY AUCTION OR SALES AGREEMENT Agreements established with other agencies disposing of surplus property.	OPR	Termination plus 6 years.	Termination of contract			
3	AUCTION TERMS AND CONDITIONS AGREEMENTS	OPR	Completion of auction plus 6 years	Completion of Auction			
4	ADVANCE NOTIFICATIONS OF AUCTION	OFM	Until completion of State Auditor's examination report.	1 year			
5	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Permanent Resolution or Ordinance.	Until completion of State Auditor's examination report.			
6	BILL OF SALE	OPR	6 years	Until completion of State Auditor's examination report.			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Smith

FOR THE STATE AUDITOR

C. H. Wilson

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS50-09

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SCHEDULE TITLE
Records Management

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 18, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	6 years after superseded or 6 years after disposition of last records series listed on schedule.	Until obsolete or superseded			
2	GENERAL RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Records retention schedule issued by the Local Records Committee which provides all counties with continuing authorization for disposition of commonly held records.	OFM	Until termination of enrollment*	District option			
3	INTERNAL RECORDS RETENTION SCHEDULES Internal working guides abstracted from approved records retention schedules or approved general records retention schedule.	OFM	Until superseded or revised.	Until superseded or revised.			
4	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	Permanent	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS50-09

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SCHEDULE TITLE Records Management		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 18, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
5	PUBLIC RECORDS DESTRUCTION LOG	OFM	Permanent	None			
6	OFFICE OF RECORD DESTRUCTION AUTHORIZATION	OFM	2 years	1 year			
7	RECORDS CENTER TRANSMITTALS	OFM	Destruction of last item listed plus 1 year	Until destruction of last item listed			
8	RECORD OF CIRCULATION RECORDS Materials pulled or returned from Records Storage for reference purposes.	OFM	Until materials returned to records center	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SCHEDULE TITLE
SECURITY

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	SECURITY PATROL LOG	OFM	2 years	None			
2	INTRUSION ALARM REPORT	OFM	1 year	None			
3	VANDALISM, CRIMINAL CASE REPORTS	OFM	5 years	None			
4	STATEMENT FOR RESTITUTION Source document backup for billing.	OPR	6 years	Until completion of State Auditor's examination report.			
5	SECURITY ANNUAL REPORT	OPR	(School Board Minutes) Permanent	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. Burt

FOR THE STATE AUDITOR
C. J. L...

FOR THE STATE ARCHIVIST
Suzanne McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-10

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SCHEDULE TITLE
SKILL CENTER

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	COMPETENCY CERTIFICATES	OPR	Permanent	None			
2	DENTAL PATIENT CARDS	OPR	8 years after last treatment	None			
3	TIME CARDS	OFM	Until end of school year	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Baultz

FOR THE STATE AUDITOR

C. H. Linder

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-05I

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SCHEDULE TITLE
SPECIAL EDUCATION STUDENT RECORDS


SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-GHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	SPECIAL EDUCATION STUDENT HISTORY FILE Includes psychological and IQ test results, decision packets, evaluation and other reports, final IEP report (plan), correspondence and other information regarding the student.	OFM	Final separation plus 6 years	Until final separation			Notice of disposition must be sent to the last known address of parents or guardians prior to disposing of the records. The notice must offer them the opportunity to take possession of the file or any of its contents as an alternative to destroying the record.
2	SPECIAL EDUCATION STUDENT HISTORY FILE DISPOSITION NOTICE RECORD Log of notices sent to the last known addresses of parents or guardians advising them of the pending disposal of the Student History File and offering them the opportunity to take possession of the file or any of its contents as required by the Washington Administrative Code (WAC) and the Family Education Rights and Privacy Act (FERPA). (See Appendices.)	OPR	Permanent	None		+	+Suggested Procedure - Microfilm: a. This records series may be retained permanently on microfilm instead of hard copy. b. Microfilming must be done according to standards issued by the State Archives and approved by the State Auditor as per RCW 40.20.020. c. Information subject to deletion as provided by the Family Educational Rights and Privacy Act should be destroyed and not filmed.

SUPERSEDED

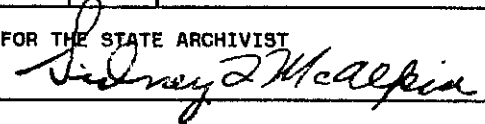
FOR THE ATTORNEY GENERAL



FOR THE STATE AUDITOR



FOR THE STATE ARCHIVIST



DISPOSITION AUTHORITY NUMBER
GS51-05I

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SCHEDULE TITLE
SPECIAL EDUCATION STUDENT RECORDS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
3	SUMMARY ASSESSMENT REPORT FOR STUDENT NOT ASSIGNED TO THE SPECIAL EDUCATION PROGRAM	OFM	3 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burk

FOR THE STATE AUDITOR

C. L. Loh

FOR THE STATE ARCHIVIST

Sidney M. Harris

DISPOSITION AUTHORITY NUMBER
G851-05J

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SCHEDULE TITLE
STUDENT ASSIGNMENT

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	REGISTRATION	OPR	Enrollment plus 2 years	1 year (school)			
2	PARENT ASSIGNMENT REQUEST FORMS Generates student's assignment to a school.	OPR	3 years	1 year			
3	STUDENT ASSIGNMENT CASE FILE Includes all documentation related to initial assignment.	OPR	3 years	1 year			If a student does not enroll, secondary copy may be destroyed.
4	APPEALS	OPR	3 years	None			
5	SCHOOL ASSIGNMENT GUIDELINES	OPR	School Board Minutes and/or Resolutions	Until obsolete or superseded			
6	BOUNDARY EXCEPTIONS/STUDENT RELEASES	OPR	Termination plus 6 years.	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burk

FOR THE STATE AUDITOR

Ch. Lina

FOR THE STATE ARCHIVIST

Sidney McAlpin

SCHEDULE TITLE STUDENT RECORDS		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 21, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	
			PRIMARY COPY	SECONDARY COPIES			DISPOSITION/REMARKS
1	STUDENT OFFICIAL RECORD This records series includes documentation of a student's progression through all grade levels. It includes student's legal name(s), date of birth, address and names of parents/guardians, date of admission, date of withdrawal, high school transcript, date of graduation.	OPR	100 years	None		+	+Suggested Procedure - Microfilm: a. This records series may be retained permanently on microfilm instead of hard copy. b. Microfilming must be done according to standards issued by the State Archives and approved by the State Auditor as per RCW 40.20.020. c. Information subject to deletion as provided by the Family Educational Rights and Privacy Act should be destroyed and not filmed.
2	STUDENT CUMULATIVE RECORD (Also known as STUDENT FILE FOLDER) Contains information collected on each student in addition to the Permanent Record or Transcript, regardless of storage medium or format.	OFM	2 years after student graduates or withdraws	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. Buntz

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-05F

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SCHEDULE TITLE STUDENT RECORDS		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 21, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR- CHIVE?	MICRO- FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
3	CONFIDENTIAL REPORTS (Also known as STANDARD REPORTS, GUIDANCE REPORTS, or SUPPLEMENTARY REPORTS) Includes subjective reports and anecdotal information from outside agencies and individuals.	OFM	2 years after student graduates or withdraws	None			These records should be separated from the cumulative folder with access limited as per the Family Educational Rights and Privacy Act (FERPA).
4	INDIVIDUAL STUDENT DATABASE RECORD	OFM	2 years after graduation or withdrawal	None			District may elect to maintain individual database until student reaches age 23.
5	AUTHORIZATION FOR RELEASE OF STUDENT RECORDS	OPR	3 years	None			
6	GED REQUEST FOR APPROVAL TO TEST FOR CERTIFICATE OF EDUCATIONAL COMPETENCE (age waiver).	OFM	1 year (District)	3 months (Testing Center)			
7	GED PERMANENT TRANSCRIPT (GED TEST SCORES)	OPR	Permanent (SPI)	100 years (Testing Center)			
8	APPLICATION FOR CERTIFICATE OF EDUCATIONAL COMPETENCE	OFM	3 months (SPI)	Until award of certificate (Testing Center)			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burk

FOR THE STATE AUDITOR

G. L. L...

FOR THE STATE ARCHIVIST

Sudney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-05F

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SCHEDULE TITLE
STUDENT RECORDS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
9	STUDENT DISCIPLINE FILES	OPR	3 years	None			
10	STUDENT LOCATOR CARDS/CLASS SCHEDULES	OFM	Until obsolete or superseded	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burk

FOR THE STATE AUDITOR

C. L. Lohman

FOR THE STATE ARCHIVIST

Sirney McAlpin

SCHEDULE TITLE
SUPERINTENDENT

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	POLICY AND PROCEDURE DIRECTIVES	OPR	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
2	LEGAL OPINIONS	OPR	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
3	COURT OR LITIGATION CASE FILES	OPR	6 years after settlement of case.	None			
4	CONTRACTS AND AGREEMENTS	OPR	Termination plus 6 years	Termination plus 1 year			
5	NEGOTIATED SCHOOL CALENDARS	OPR	Permanent	Until obsolete or superseded			
6	ACCREDITATION CERTIFICATES	OPR	Permanent	District option			
7	INSURANCE POLICIES	OPR	6 years	None			
8	WARRANTIES	OPR	6 years	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL <i>R. E. B...</i>	FOR THE STATE AUDITOR <i>C. H. L...</i>	FOR THE STATE ARCHIVIST <i>Sidney McAlpin</i>
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DISPOSITION AUTHORITY NUMBER
G851-05

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SCHEDULE TITLE SUPERINTENDENT		SCHEDULE APPLICABLE TO SCHOOL DISTRICTS				EFFECTIVE DATE March 21, 1994	
ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR- CHIVE?	MICRO- FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
9	PRESS RELEASES	OFM	3 years	1 year			*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
10	PHOTOGRAPHS, NEGATIVES AND BIOGRAPHICAL SKETCHES	OFM	Screen Annually	None			*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
11	PUBLICATIONS MASTER FILE	OFM	Screen Annually	None			
12	BOUNDARY RECORDS Official legal description and drawings of school district boundaries, including director district boundaries.	OPR	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.
13	BUDGET	OPR	Permanent	1 year			
14	DESCRIPTIVE GUIDE TO SCHOOL DISTRICT ADMINISTRATION AND STAFFING	OPR	Permanent	Until obsolete or superseded	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

[Signature]

[Signature]

[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-05

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SCHEDULE TITLE
SUPERINTENDENT

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 21, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
15	CERTIFICATION OF ELECTION OF SCHOOL BOARD CHAIR AND PRESIDENTS	OPR	Permanent	1 year	*	+	*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record. +MICROFILM: This records series may be retained permanently on microfilm instead of hard copy for both on-site use and off-site security storage at the State Archives. Microfilm must meet State Archives standards.
16	CERTIFICATION OF SCHOOL DISTRICT ELECTIONS Including bonds, levies and director elections.	OPR	Permanent	1 year			
17	SCHOOL SERVICE BOUNDARY DECISION WORKING FILE	OFM	Approval of Board resolution plus 3 years	Until approval of Board resolution	*		*POTENTIAL ARCHIVAL VALUE: Contact your Regional Archivist before disposing of this record.

SUPERSEDED

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

R. E. Bunch

C. H. Linder

Sandra McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-06E

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SCHEDULE TITLE
TEACHING RECORDS

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	GRADE DOCUMENTATION, ELEMENTARY	OFM	1 year	None			
2	GRADE DOCUMENTATION, SECONDARY To provide documentation for grade and credit record challenges.	OFM	5 years	None			
3	LESSON PLANS	OFM	1 year	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. ...

FOR THE STATE AUDITOR

C. J. ...

FOR THE STATE ARCHIVIST

Sidney McAlpin

DISPOSITION AUTHORITY NUMBER
GS51-06D

PAGE 589

SCHEDULE TITLE
TRAFFIC SAFETY

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 30, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	APPLICATION FOR PROGRAM APPROVAL	OFM	1 year after acceptance	None			
2	STUDENT PARTICIPATION LISTS	OPR	6 years	1 year			
3	STUDENT TRAFFIC SAFETY CERTIFICATES	OFM	1 year	None			
4	APPLICATION FOR TRAFFIC SAFETY EDUCATION CERTIFICATION Teacher's affidavit for certification to be a traffic safety instructor.*	OFM	End of term as safety instructor plus 6 years	None			*May be kept in Employee History File (Personnel)
5	TRAFFIC SAFETY PARENT/GUARDIAN PERMISSION STATEMENTS	OFM	1 year	None			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. Burk

FOR THE STATE AUDITOR

G. L. L...

FOR THE STATE ARCHIVIST

[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-05G

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SCHEDULE TITLE
TRANSPORTATION SERVICES/MOTOR POOL/VEHICLE MAINTENANCE

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
1	GAS, OIL AND DIESEL REPORTS FOR BUSES AND OTHER VEHICLES SPI reports prepared from this data. May list vehicle number, amount of fuel pumped, odometer reading.	OFM	3 years	None			
2	BUS CONDITION CHECKLIST Daily evaluation of bus by drivers.	OFM	1 year	Work complete			
3	BUS GARAGE WORK ORDERS Prepared by garage or shop personnel. Shows description of work, time, parts and employee performing work.	OFM	3 years	1 year			
4	NOTICE OF IMPROPER CONDUCT ON THE BUS May show bus route, time of incident, nature of incident and student(s)' name(s).	OFM	1 year	1 year			
5	BUS TRIP REQUEST/AUTHORIZATION May show school, nature of trip, date, destination, miles, number of pupils, supervisor, departure and time.	OFM	Until completion of State Auditor's examination report.	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL
R. E. [Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

DISPOSITION AUTHORITY NUMBER
GS51-05G

PAGE S91

SCHEDULE TITLE
TRANSPORTATION SERVICES/MOTOR POOL/VEHICLE MAINTENANCE

SCHEDULE APPLICABLE TO
SCHOOL DISTRICTS

EFFECTIVE DATE
March 31, 1994

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	OPR or OFM	LOCATION & RETENTION PERIOD		AR-CHIVE?	MICRO-FILM?	DISPOSITION/REMARKS
			PRIMARY COPY	SECONDARY COPIES			
6	BUS TRIP TICKET LOGS May show school, nature of trip, date, destination, miles, number of pupils, supervisor, departure and times.	OPR	6 years	None			
7	BUS SCHEDULE FOR ALL SCHOOLS Shows route, stops and time for each bus. Includes state approved route map.	OFM	3 years	Until revised			
8	BUS OPERATIONS DAILY LOG May show bus route, time trip began and ended, number of pupils carried and driver's signature.	OPR	6 years	None			
9	ACCIDENT REPORTS Washington State Patrol	OPR	6 years	None			
10	APPLICATION FOR MEDICAL TRANSPORTATION For students with medical problems or physical disabilities to receive district transportation services.	OFM	Until completion of State Auditor's examination report.	None			
11	VEHICLE MAINTENANCE HISTORY LOG	OFM	Until disposition of vehicle	None			
12	CERTIFICATES OF TITLE FOR DISTRICT VEHICLES	OPR	Until disposition of vehicle	None			

FOR THE ATTORNEY GENERAL

R. E. Burk

FOR THE STATE AUDITOR

G. H. Linder

FOR THE STATE ARCHIVIST

John A. McAlpin

SUPERSEDED

DISPOSITION AUTHORITY NUMBER
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SCHEDULE TITLE
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			PRIMARY COPY	SECONDARY COPIES			
13	VEHICLE LEASES	OPR	Termination plus 6 years	1 year			
14	VEHICLE MILEAGE LOG	OFM	3 years	None			
15	GAS/OIL USAGE RECORD	OFM	3 years	1 year			
16	VEHICLE CHECKOUT LOG	OFM	3 years	None			
17	VEHICLE USE REQUEST	OFM	Until completion of State Auditor's examination report.	1 year			
18	BILLINGS TO CLIENT AGENCIES FOR USE OF MOTOR POOL VEHICLES	OPR	6 years	None			
19	VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	1 year			
20	VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	1 year			
21	VEHICLE MAINTENANCE REPORTS	OFM	3 years	1 year			

SUPERSEDED

FOR THE ATTORNEY GENERAL

R. E. [Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SUPERSEDED

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SUPERSEDED

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B. Electronic Imaging

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H. Family Educational Rights and Privacy (FERPA) Regulations

SUPERSEDED

Microfilm

Its Use and Abuse

Microfilm is a powerful records management tool. Unfortunately, it is often abused. Microfilm should never be used simply to reduce the volume of records of temporary value.

Before launching a costly microfilm system, a complete cost-benefit and systems analysis should be conducted, preferably by someone other than a prospective vendor. If a specialist is not available for this purpose, then the district at least ought to request more than one vendor analysis and proposal.

State Auditor's Approval

State law requires that all local agencies, including school districts, have the approval of the State Auditor for the use of any microfilm system. This is a good opportunity to have the proposed system evaluated by state microfilm specialists. This is done using form SSA-31, "Microfilm Project Authorization" (see below), which may be obtained

from the State Archives. Your systems analysis should be submitted along with the SSA-31 directly to the State Archives.

Microfilm Standards

The State Archives will evaluate the proposed system against state microfilm standards, and will advise you of any apparent weaknesses in the proposal. In advance of any consideration of microfilm, you should obtain a copy of Washington State Standards for Microfilm and advise prospective vendors of their need to meet those standards. The standards manual is available on request from the State Archives at no cost.

Once installed, your microfilm system is subject to certification by the State Archivist to insure that it is meeting state microfilm standards. This serves to protect you against an unstable or unusable microfilm product. Inspection is not automatic, and must be requested in writing.

LOCAL AGENCY MICROFILMING PROJECT AUTHORIZATION REQUEST

AGENCY TITLE		NAME, TITLE AND PHONE NUMBER OF OFFICIAL OR OFFICER INITIATING REQUEST AND RESPONSIBLE FOR DESIGN AND IMPLEMENTATION	
ADDRESS			
TITLES OF RECORDS SERIES TO BE FILMED (REFER TO RECORDS RETENTION SCHEDULE)		RECORD TO BE DESTROYED AFTER FILMING?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CAMERA TYPE, MANUFACTURE AND MODEL TO BE USED		SECURITY FILM TO BE GENERATED AND DEPOSITED WITH STATE ESSENTIAL RECORDS PROTECTION FACILITIES?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
NOTE: ONLY SILVER HALIDE FILMS ARE ACCEPTABLE FOR SECURITY STORAGE			
AFFIDAVIT OF LOCAL OFFICIAL OR OFFICER RESPONSIBLE FOR SYSTEM DESIGN AND IMPLEMENTATION			
I have carefully reviewed the Washington State Standards for the Production and Use of Microfilm and insure that these standards will be adhered to as part of the microfilm systems procedures and project management and/or as applicable to guarantee quality control, these standards will form part of any contract should any or all of the required work be contracted out to a service provider. It is understood that the Division of Archives may at any time inspect this agency's microfilm production installation and/or resultant products. If the installation or products are found to be substandard, the State Archivist may recommend that the State Auditor withdraw this authorization until such time as the deficiencies are corrected.			
_____ SIGNATURE OF RESPONSIBLE OFFICER			
COMMENTS BY ARCHIVES STAFF			
FOR THE STATE AUDITOR			
_____ CHIEF EXAMINER, MUNICIPAL CORPORATIONS			

SSA-31

Electronic Imaging

Electronic imaging may legally be used for recording, producing, reproducing, maintaining and storing public records (RCW 40.14.020). Chapter 434-663 WAC outlines the regulations that the State Archivist has developed for the use of the technology by government agencies in Washington State.

Scheduling

Public records maintained on either optical disks, an imaging system, or any other electronic medium, must be covered by an approved Records Retention and Disposition Schedule like records on any other medium, per RCW 40.14. Both the imaged copy and the original source copy must be listed on the schedule. The scheduling must be done prior to the implementation of the system. Records with permanent legal value stored on electronic media should have a security backup copy on another type of medium unless there are strong backup systems and procedures in place for periodic recopying.

Technical Documentation

A migration plan must be developed for all digital imaging systems that store public records with a retention period in excess of ten years. The plan should include a reasonable estimate of the useful life expectancy of the system, header file information, and a proposed strategy for migrating the information to new systems. Technical documentation on system components, application software and operating systems is essential to facilitate long-term access to records stored on optical media.


System Operation

Each imaging system should have a system administrator. A written policy statement should be used to formalize the use of imaging as part of a government agency's regular business practices. Operating procedures should be fully documented. Periodic performance audits must be conducted on system functions.

Archival Records

State law (Chapter 40.14.070) requires that all public records designated by the Local Records Committee as having historical or archival value must be either transferred to the State Archives or retained by the office of record in accord with standards established by the State Archivist.

Contact the regional State Archivist in your area (see map on Page 3) for appraisal, transfer and other assistance on archival and records management matters.

 Seattle Public Schools	HISTORICAL MATERIALS	E 43.01 Adopted May 1985
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PROCEDURE

Introduction

The District was incorporated in 1878. However, public education was offered in Seattle as early as 1870. In the over 100 years of operation a variety of artifacts and other historical materials have accumulated. Concern for their preservation, in view of their long-term historical value, has risen steadily over recent years.

Procedure

1. Identification - Historical materials shall be identified and documented in individual schools or elsewhere in the District by those who have custody of them.
2. Storage - Historical materials shall be kept in secure storage areas when not on display or in use. In the event that on-site storage is no longer possible (e.g., due to school closure, facility renovation, or simply lack of space), historical materials shall be transferred to the Archives.
3. Custody - Historical materials shall remain in the custody of the District. Exceptions can be made, but must be approved by the Archivist and formalized through an agreement between the District and the requestor. Agreement forms shall be provided by the Archivist.
4. Loans - Requests for loans from the Archives for reunions and other display purposes must be made to the Archivist. The public use of historical materials must be accompanied by credit to the Seattle Public Schools Archives.

Records Storage - Problems and Standards

The most serious mistake in the long history of record-keeping may have been starting to record information on substances more perishable than the baked clay tablet, which will not tear or burn and is not a source of food for various vermin. We were warned as early as the twelfth century, when the emperor Frederick Barbarossa prohibited the use of paper for recording deeds and charters because he feared it was too perishable. Most modern papers are still too perishable, and many of the new record-keeping media are even more so. The life span of almost all modern recording media is less than one hundred years, with most having a life of less than ten years. Proper care and treatment can substantially extend this life span for records worth the cost, and the loss of records from fire and flood can be minimized with reasonable precautions and planning.

School districts have records which have permanent or long term value, such as school board minutes and student transcripts. Poor storage conditions can cause irreparable damage to such records and disasters can obliterate them if recovery techniques are not quickly applied.

This section is intended to identify the primary causes of record deterioration and provide basic standards for the storage and care of temporary records as well as inform districts about the essential steps and processes of disaster recovery.

Enemies of Records

Heat

Heat affects paper records by increasing the rate of reaction time by which chemicals are absorbed by paper. Heat can warp magnetic tapes and disks and can cause the recording emulsions to separate from the carrier bases of all photographic media.

Humidity

Humidity by itself does not harm most recording media, including paper. In fact, without some moisture, paper, and some other media, such as film, lose flexibility, becoming brittle and susceptible to damage. High humidity and heat,

however, promote mold growth. Wide variations in humidity can also be damaging, especially to paper. When the moisture content of paper changes, the individual fibers expand or contract, stressing the paper and accelerating the rate of deterioration.

Light

Radiant energy, particularly ultraviolet light, reacts photochemically with impurities in paper such as acids, glues, starches and dyes. The product of this reaction is oxidization of the fibers, causing yellowing, brittleness and weakening of the paper by breaking the molecular chains in the cellulose. Long-term exposure to ultraviolet light will cause fading of photographic dyes and almost all writing and printing inks.

Insects and Rodents

Books and papers are subject to attack by many insect pests including silverfish, bookworms, termites, book lice, cockroaches, and firebrats which feed and thrive on cellulose, leather, glues and cloth. These same record materials are extremely susceptible to rodent damage. Mice, rats and squirrels will shred paper, leather and vellums for nest-building purposes, and the acids in rodent droppings can damage papers.

Acids

Chemicals are introduced to paper during manufacture and later by contact with atmospheric pollutants or acids in storage containers, folders, wood shelving, or other paper records. These chemicals react with moisture in or absorbed by the paper. This process, called hydrolysis, produces acids which break down paper fibers and cause brittleness and ultimately disintegration. Hydrolysis is characterized by yellowing, as often observed in newsprint.

There are other enemies of records, but those above are the main causes of records deterioration for all types of records media. It follows, therefore, that preventive maintenance of records held in storage and efficient recovery of damaged records will enable districts to avoid or mitigate record deterioration and loss.

Storage of Records

The following minimum storage conditions should be met in order to insure that their records are usable for the required retention periods and that they are reasonably well protected against major disasters.

Minimum Storage Specifications

1. Store records in or on metal filing cabinets or shelving; avoid wooden cabinets or shelving.
2. Maintain a relatively constant temperature in the storage area, preferably between 60 and 70 degrees F.
3. Maintain a nearly constant relative humidity, preferably between 45% and 55%.
4. Store records on cabinets or shelving raised four to six inches above floor level. (Note: many cabinet and shelving systems have this feature built in.) This margin of safety has been shown to be effective against potential water damage caused by fire-fighting efforts or minor floods.
5. Maintain a fire-suppression system (water sprinkler), and/or a fire detection and alarm system wired directly to the local fire department.
6. Place chemical fire extinguishers strategically in file storage areas. (Note: chemical fire extinguishers may be preferable in small file

rooms due to water damage that often results from the use of sprinkler systems. Lack of an automatic sprinkler system, however, makes an alarm system to the fire department imperative for suppressing after-hours fires).

7. Maintain an intrusion alarm system to protect against theft and vandalism.

Storage Conditions to Avoid

1. Exposure of records to sunlight, strong indirect natural light, and strong artificial light, particularly fluorescent light.
2. High temperatures and humidity.
3. Frequent variations in temperature and humidity.
4. Dust and chemical vapors.
5. Wood-, coal-, or gas-burning heaters.
6. Attics, because of their extremes of temperature and generally dusty atmosphere.
7. Basements, because of their frequently high humidity.

There are numerous steps that can be taken to restore deteriorating records and to inhibit further deterioration. If you encounter evidence of records deterioration, contact your regional archivist or the documents conservator at the main branch of the State Archives in Olympia.

Disaster Recovery - Emergency Procedures

Contrary to popular belief, there is a great deal that can be done to recover records damaged in most disasters. The important considerations are being prepared and acting rapidly. The following is an outline of basic steps that should be taken to recover disaster-damaged paper records.

In addition to following these steps we recommend that you (1) develop a disaster preparedness plan (a manual of suggestions for this plan is available from the State Archives) and (2) contact the State Disaster Recovery Team for advice and assistance in event of a disaster which has damaged public records.

Recovery of Paper Records

In all emergency situations involving wholesale damage to records by fire, water or structural collapse, it is most important that intellectual control be maintained over the damaged records.

1. After the fire is extinguished, the water pumped out and rubble cleared away, calmly assess the damage. Determine the extent and kinds of damage, and the volume of records damaged.
2. Evaluate and prioritize records for recovery. Records which are still active, necessary for current business, and not duplicated elsewhere, should receive attention first.
3. Prepare a logical plan of attack covering removal, restoration, and re-establishment of controls.
4. Prepare a damage assessment and control worksheet for each records series damaged. The worksheet should note the records series title, original location of the records, damage incurred, and restoration plan and priority. This record should be maintained and kept as a control throughout the recovery process. This can be done by file cabinet or shelf unit or by other logical grouping.
5. Arrange for a temporary storage area if necessary.
6. Arrange for restoration services if necessary (contact the State Archives disaster recovery team if necessary).

7. Remove damaged records in the order in which they were stored. Note original locations on the damage-control worksheet.
8. Transfer damaged records to temporary storage or to an area where restoration can begin.
9. Arrange for storage once restoration is complete.

Salvage of Fire-Damaged Records

Closely packed paper burns with difficulty; therefore, the damage caused by fire may be more apparent than real.

1. Remove documents from containers.
2. Gently spread papers out to air and inspect the extent of the damage.
3. Minimum damage (smoke damage, sooty, lightly charred at edges):
 - a. Allow paper to dry in an open place.
 - b. Clean gently with a soft brush.
 - c. Humidify by circulating moist air.
 - d. Refile in clean folders.
 - e. Replace in new or restored cabinets.
4. Moderate damage (edges heavily charred, paper discolored by heat, very dirty, brittle):
 - a. Spread papers out in a very humid, well-ventilated area.
 - b. Brush off the worst dust and soot.
 - c. Refile in clean folders, or make copies and discard the originals, depending on the documents' value, retention and rate of reference.

5. Badly damaged (badly charred, very dirty, extremely brittle):
 - a. Separate pages.
 - b. Remove surface soot or dirt if possible.
 - c. Copy, microfilm, or use infrared photography if necessary.
 - d. Discard originals.
6. Burnt: Discard. Retain records of records destroyed if they can be identified.

Salvage of Water-Damaged Records

Mold damage, disintegration, and the bonding of leaves into inseparable mats are the main problems resulting from water damage. Quick action is the key to recovery of water-damaged records. After twenty-four hours, molding begins and paper fibers begin to bond between leaves or turn into paper pulp.

1. Drain excess water from records.
2. Remove additional moisture by blotting with an acid-free paper.
3. Separate and spread papers out to dry in a warm, dry, well-ventilated room.

4. Flatten while still slightly damp.
5. Fumigate to kill mold spores.
6. Clean with a soft brush to remove dead mold spores.
7. Refolder in clean folders and refile.

If there is a large volume of damaged records (more than a few cubic feet), it is best to have the records deep-frozen immediately. Arrangements for deep-freezing can be made with most local cold-storage companies.

Freezing will arrest further damage and allow the treatment of small batches of damaged records over a more extensive period of time, and allow for better treatment planning including consideration of freeze-drying techniques.

Freeze-drying is far more efficient and possibly more economical for treating large batches of records than the hand-drying processes described above. Freeze-drying requires the preliminary process of deep-freezing.

A more extensive discourse on the recovery of disaster-damaged records, including nonpaper media such as microfilm and magnetic tapes, is available in a manual titled Disaster Preparedness. This manual may be purchased from the Division of Archives. It includes detailed instruction on disaster prevention planning and recovery techniques.

Documenting Records Disposal

The following types of forms are recommended for the internal use of the district to document the date and method to document the date and method of destruction for non-archival records which have passed the retention periods assigned to them by Local Records Committee-approved records retention schedules or destruction authorizations. Reference WAC 434-640

Certificate of Records Destruction

(Sample)

I, _____, acting as an agent of _____ (District Name) _____, hereby certify that the following public records were destroyed according to the provisions of WAC 434-640.

Vouchers - 1960-1987, Disposition Authority GS51-02.1

Attendance Reports 1985-1990, Disposition Authority GS51-04.3

Audio Tape Recordings of School Board Proceedings, 1983-1987, Disposition Authority GS50-05A.2

Destruction executed by _____ (Method of Destruction) _____

on this _____ day of _____, 19____ Location of Disposal _____

Signature of agent _____
 Title _____

SUPERSEDED

Public Records Destruction Log

(Sample)

Records Series	Inclusive Dates	Disposition Authority	Date of Disposal
Vouchers	1960-1987	GS51-02.1	06/15/94
Attendance Reports	1985-1990	GS51-04.3	06/15/94
Audio Tape Recordings of School Board Proceedings	1983-1987	GS50-05A.2	06/15/94

Glossary

Accession

1. The act and procedures in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency or records center. 2. The group of records being transferred to archives or records center custody.

Active Records

Records that are referred to more than once per month per file drawer. Active records should be retained in the office.

Administrative Files

Records documenting the operation, management and administration of an office. Such records are usually distinguished from program records which relate to the office's primary functions.

Administrative Value

The usefulness of a specific records series for the administration of current business.

Alphabetical Filing

Arrangement of records according to the alphabet; used mainly for files referred to by name or topic.

Archives

1. The noncurrent records of an organization or institution preserved because of their permanent value. 2. The agency responsible for selecting, preserving and providing research access to archival materials. 3. The building where such materials are located.

Case Files - see Project Files

CD-ROM - see Compact Disk - see Read-Only Memory

Centralized Files

The files of several offices or organizational units physically and/or functionally centralized and supervised in one location.

Chronological Filing

Arrangement of records in sequence by date.

Coding

Marking a file code on document before filing.

Compact Disk

A machine-readable medium for reproducing records for rapid retrieval.

Convenience Files

Extra copies of records created and kept for quick reference.

Correspondence

Any format of information that is an addressed, written communication to or from an agency or its employees.

Custody (Records)

The records keeping responsibility which includes both physical possession and legal title.

Cut-Off

The termination of files at regular intervals to permit their transfer, retirement or disposal in complete blocks. Under this process a file is terminated regularly at the end of a specified period of time or event and a new file of the same records series is established.

Decentralized Files

Files that are created, used, maintained and controlled in or near the office of record.

Disposition

Any manner or method of changing the custody, location or physical state of records. Includes transfer, microfilming, duplication or destruction.

Electronic Records

Records created and/or stored by electronic means, usually on computer systems.

Essential (Vital) Records

Records essential to: 1. the resumption and/or continuation of operations; 2. the re-creation of the legal and financial status of agency; or 3. the fulfillment of obligations to other local, state and federal governments and outside interests.

Family Education Rights and Privacy Act (FERPA)

Federal legislation which establishes regulations for the administration of and access to student records (see Appendix H).

File Plan

A listing of all records series held at each file station, including retention periods, file codes, methods of filing, and disposition instructions.

File Station

Any work station where records are stored in active files.

Fiscal Value

The usefulness of a specific records series for the documentation of an agency's financial transactions and obligations.

Geographical Filing

Arrangement of records according to geographical area, alphabetically.

Guide

A card or tabbed divider used in files to identify sections and sub-sections of the file. Guides provide physical support and aid in filing and finding individual records.

Historical Value

The usefulness of a specific records series for historical research. Typically, 1% to 5% of an agency's total records have historical value.

Inactive Records

Records with a reference rate of less than one search per file drawer per month. Such records may be transferred to a records center, the State Archives system or destroyed as provided by a records retention schedule approved by the Local Records Committee.

Imaging

The act of reproducing records on an alternate medium, usually machine-readable, such as optical disk, compact disk, "CD-ROM", etc.

Inventory

1. A descriptive list of each records series in an office or file state, including such data as title, inclusive dates, quantity, arrangement,

relationships to other records series, and description of significant subject content.

2. A survey of records conducted prior to disposition or the development of a records retention schedule.

Legal Value

The usefulness of a specific records series for the documentation of an agency's legally enforceable rights and obligations.

Local Records Committee

The body established by the Public Records Act, RCW 40.14.070, to review and approve schedules for the retention and disposition of all local government records. It includes the State Archivist and one representative each from the Offices of the State Attorney General and State Auditor.

Machine-Readable Records

Records which can be accessed solely through mechanical assistance.

Microfilm

1. A high-resolution photographic film used to record reduced-size images from original records.
2. The act of recording micro-photographs on film.

Non-Record

Material that does not need to be filed or that can be destroyed after a short retention. This includes drafts, worksheets, routine replies, telephone messages, blank forms, publications and extra copies of documents created for convenience or public distribution (see Non-Records Schedule).

Numerical Filing

Arrangement of records in sequence according to document number.

OFM (Office Files and Memoranda)

A public records classification provided by Chapter 40.14 RCW which identifies records that only have administrative value.

OPR (Official Public Record)

A public records classification provided by Chapter 40.14 RCW which identifies records that have significant legal or fiscal value.

Optical Disk

A machine-readable medium for reproducing records for rapid retrieval.

Out-Card

A guide card used to indicate that records have been taken from a file. The out-card should identify the specific item/file, date and name of the person temporarily holding the record.

Permanent Records

Records which have sufficient legal, fiscal and/or historical value to be retained indefinitely.

Primary Classification

The most general filing category under which records can be sorted and arranged for filing.

Project (Case) Files

Groups of documents that pertain to a particular action, event, person or place. It may consist of correspondence, form records, memoranda, or a combination of such records.

Proprietary Records

Records containing information of a confidential or highly sensitive nature, requiring destruction by shredding to eliminate the possibility of illegal or undesirable disclosure.

Purging - see Screening

Read-Only Memory (ROM)

Electronic records storage systems which allow for research or "reading" access but protect the record from additional entries or alterations.

Reading (Day) File

A file of extra copies of outgoing correspondence arranged in chronological order.

Records

Papers (reports, correspondence, legal documents, etc.), photographs, magnetic tape, microfilm, sound recordings, maps, drawings or other documents, regardless of form or physical characteristics, and including all copies thereof, either organized or received by an agency.

Records Center

A low-cost facility for the organized and controlled storage, maintenance, retrieval and disposition of inactive or noncurrent records.

Records Coordinator

The individual responsible for a department's or office's records management procedures,

including retention scheduling, files organization, records storage and destruction.

Records Management

The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.

Records Retention Schedule

A management plan approved by the Local Records Committee which provides for the necessary retention and timely disposition of an agency's records.

Records Officer

The individual responsible for an entire agency's records management procedures, including retention scheduling, files organization, records storage and destruction.

Records Series

Any group of records, performing a specific function, which is used as a unit, filed as a unit and may be transferred or destroyed as unit. A records series may consist of a single type of form or a number of different types of documents which are filed together to document a specific function.

Reference Files

Publications, books, periodicals, catalogs, bulletins, reports, maps, theses, tapes, films, photographs and other materials that are used as informational resources but are not part of the main body of files.

ROM - see Read-Only Memory

Screening

Removal of individual papers or folders from a group of records, usually to permit disposal of parts of the file and retention or transfer of the rest. Also known as purging or weeding.

Secondary Classification

The second most general filing category under which records can be sorted and arranged for filing; subsidiary to primary classification.

Subject File

A file in which documents are arranged alphabetically by general subject or topic.

Suspense File

A file in which documents are organized chronologically by a future date of recall to remind the user of pending tasks and events. Also known as tickler file.

Tertiary Classification

The least general, most specific filing category under which records can be sorted and arranged for filing; subsidiary to secondary classification.

Tickler File - see Suspense File**Transactional File**

Records documenting the unique daily transactions or activities of an office which distinguish its primary functions.

Transitory File

A file of routine correspondence and other records which have short-term value. Its retention period is limited to the interval required for completion of the actions covered by the communications.

Vital Records - see Essential Records**Weeding - see Screening****Working File**

A file of rough notes, calculations or preliminary drafts that is assembled and used in the preparation or analysis of other documents; usually retained in desk files or filed separately until project completion.

SUPERSEDED

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (34 Code of Federal Regulations Part 99)

	Subpart A—General		
Reg. 99.1	To which educational agencies or institutions do these regulations apply?	99.34	What conditions apply to disclosure of information to other educational agencies or institutions?
99.2	What is the purpose of these regulations?	99.35	What conditions apply to disclosure of information for Federal or State program purposes?
99.3	What definitions apply to these regulations?	99.36	What conditions apply to disclosure of information in health and safety emergencies?
99.4	What are the rights of parents?	99.37	What conditions apply to disclosing directory information?
99.5	What are the rights of eligible students?		
99.6	What information must an educational agency's or institution's policy contain?		
99.7	What must an educational agency or institution include in its annual notification?		
	Subpart B—What Are The Rights Of Inspection And Review Of Education Records?		Subpart E—What Are The Enforcement Procedures?
99.10	What rights exist for a parent or eligible student to inspect and review education records?	99.60	What functions has the Secretary delegated to the Office and to the Education Appeal Board?
99.11	May an educational agency or institution charge a fee for copies of education records?	99.61	What responsibility does an educational agency or institution have concerning conflict with State or local laws?
99.12	What limitations exist on the right to inspect and review records?	99.62	What information must an educational agency or institution submit to the Office?
	Subpart C—What Are The Procedures For Amending Education Records?	99.63	Where are complaints filed?
99.20	How can a parent or eligible student request amendment of the student's education records?	99.64	What is the complaint procedure?
99.21	Under what conditions does a parent or eligible student have the right to a hearing?	99.65	What is the content of the notice of complaint issued by the Office?
99.22	What minimum requirements exist for the conduct of a hearing?	99.66	What are the responsibilities of the Office in the enforcement process?
	Subpart D—May An Educational Agency Or Institution Disclose Personally Identifiable Information From Education Records?	99.67	How does the Secretary enforce decisions?
99.30	Under what conditions must an educational agency or institution obtain prior consent to disclose information?		
99.31	Under what conditions is prior consent not required to disclose information?		
99.32	What recordkeeping requirements exist concerning requests and disclosures?		
99.33	What limitations apply to the redisclosure of information?		
			(Authority: Sec. 438, Pub. L. 90-247, Title IV, as amended, 88 Stat. 571-574 (20 U.S.C. 1232g), unless otherwise noted.) [Source: 53 FR 11942, Apr. 11, 1988, unless otherwise noted.]
			Subpart A—General
		Reg. 99.1	To which educational agencies or institutions do these regulations apply?
			(a) This part applies to an educational agency or institution to which funds have been made available under any program administered by the Secretary of Education that—
			(1)(i) Was transferred to the Department under the Department of Education Organization Act (DEOA); and
			(ii) Was administered by the Commissioner of Education on the day before the effective date of the DEOA; or
			(2) Was enacted after the effective date of the DEOA unless the law enacting the new Federal program has the effect

TABLE 99-A

Name of program	Authorizing statute	Implementing regulations
1. High School Equivalency Program and College Assistance Migrant Programs	Section 418A of the Higher Education Act of 1965 as amended by the Education Amendments of 1980 (Pub. L. 96-374) 20 U.S.C. 1070d-2).	Part 206.
2. Programs administered by the Commissioner of the Rehabilitation Services Administration, and the Director of the National Institute on Disability and Rehabilitation Research.	The Rehabilitation Act of 1973, as amended. (29 U.S.C. 700, <i>et seq.</i>).	Parts 350-359, 361, 365, 366, 369-371, 373-375, 378, 379, 385-390, and 395.
3. Transition program for refugee children	Immigration and Nationality Act, as amended by the Refugee Act of 1980, Pub. L. 96-212 (8 U.S.C. 1522(d)).	Part 538.
4. College Housing	Title IV of the Housing Act of 1950, as amended (12 U.S.C. 1749, <i>e seq.</i>).	Part 614.
5. The following programs administered by the Assistant Secretary for Educational Research and Improvement: Educational Research Grant Program, Regional Educational Laboratories Research and Development Centers. All other research or statistical activities funded under Section 405 or 406 of the General Education Provisions Act.	Section 405 of the General Education Provisions Act (20 U.S.C. 1221e), and section 406 of the General Education Provisions Act (20 U.S.C. 1221-1).	Parts 700, 706-708.

Note: The Secretary, as appropriate, updates the information in this chart and informs the public.

of making section 438 of the General Education Provisions Act inapplicable.

(Authority: 20 U.S.C. 1230, 1232g, 3487, 3507)

(b) The following chart lists the funded programs to which Part 99 does not apply as of April 11, 1988: [See TABLE 99-A above]

(c) This part does not apply to an educational agency or institution solely because students attending that agency or institution receive non-monetary benefits under a program referenced in paragraph (a) of this section, if no funds under that program are made available to the agency or institution.

(d) The Secretary considers funds to be made available to an educational agency or institution of funds under one or more of the programs referenced in paragraph (a) of this section—

(1) Are provided to the agency or institution by grant, cooperative agreement, contract, subgrant, or subcontract; or

(2) Are provided to students attending the agency or institution and the funds may be paid to the agency or institution by those students for educational purposes, such as under the Pell Grant Program and the Guaranteed Student Loan Program (Titles IV-A-1 and IV-B, respectively, of the Higher Education Act of 1965, as amended).

(e) If an educational agency or institution receives funds under one or more of the programs covered by this section, the regulations in this part apply to the recipient as a whole, including each of its components (such as a department within a university).

(Authority: 20 U.S.C. 1232g)

Reg. 99.2 What is the purpose of these regulations?

The purpose of this part is to set out requirements for the protection of privacy of parents and students under section 438 of the General Education Provisions Act, as amended.

(Authority: 20 U.S.C. 1232g)

Note: 34 CFR 300.560-300.576 contain requirements regarding confidentiality of information relating to handicapped children who receive benefits under the Education of the Handicapped Act.)

Reg. 99.3 What definitions apply to these regulations?

The following definitions apply to this part:

“Act” means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 438 of the General Education Provisions Act.

(Authority: 20 U.S.C. 1232g)

“Attendance” includes, but is not limited to—

(a) Attendance in person or by correspondence; and

(b) The period during which a person is working under a work-study program.

(Authority: 20 U.S.C. 1232g)

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

(Authority: 20 U.S.C. 1232g(a)(5)(A))

"Disclosure" means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written, or electronic means.

(Authority: 20 U.S.C. 1232g(b)(1))

"Educational agency or institution" means any public or private agency or institution to which this part applies under Reg. 99.1(a).

(Authority: 20 U.S.C. 1232g(a)(3))

"Education records" (a) The term means those records that are—

(1) Directly related to a student; and
(2) Maintained by an educational agency or institution or by a party acting for the agency or institution.

(b) The term does not include—

(1) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;

(2) Records of a law enforcement unit of an educational agency or institution, but only if education records maintained by the agency or institution are not disclosed to the unit, and the law enforcement records are—

(i) Maintained separately from education records;
(ii) Maintained solely for law enforcement purposes; and

(iii) Disclosed only to law enforcement officials of the same jurisdiction;

(3)(i) Records relating to an individual who is employed by an educational agency or institution, that—

(A) Are made and maintained in the normal course of business;

(B) Relate exclusively to the individual in that individual's capacity as an employee; and

(C) Are not available for use for any other purpose.

(ii) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.

(4) Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are—

(i) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;

(ii) Made, maintained, or used only in connection with treatment of the student; and

(iii) Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and

(5) Records that only contain information about an individual after he or she is no longer a student at that agency or institution.

(Authority: 20 U.S.C. 1232g(a)(4))

"Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.

(Authority: 20 U.S.C. 1232g(d))

"Institution of postsecondary education" means an institution that provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided as determined under State law.

(Authority: 20 U.S.C. 1232g(d))

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

(Authority: 20 U.S.C. 1232g)

"Party" means an individual, agency, institution, or organization.

(Authority: 20 U.S.C. 1232g(b)(4)(A))

"Personally identifiable information" includes, but is not limited to—

- (a) The student's name;
- (b) The name of the student's parent or other family member;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number or student number;
- (e) A list of personal characteristics that would make the student's identity easily traceable; or
- (f) Other information that would make the student's identity easily traceable.

(Authority: 20 U.S.C. 1232g)

"Record" means any information recorded in any way, including, but not limited to, handwriting, print, tape, film, microfilm, and microfiche.

(Authority: 20 U.S.C. 1232g)

"Secretary" means the Secretary of the U.S. Department of Education or an official or employee of the Department of Education acting for the secretary under a delegation of authority.

(Authority: 20 U.S.C. 1232g)

"Student," except as otherwise specifically provided in this part, means any individual who is or has been in atten-

dance at an educational agency or institution and regarding whom the agency or institution maintains education records.

(Authority: 20 U.S.C. 1232g(a)(6))

Reg. 99.4 What are the rights of parents?

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. a

(Authority: 20 U.S.C. 1232g.)

Reg. 99.5 What are the rights of eligible students?

(a) When a student becomes an eligible student, the rights accorded to, and consent required of, parents under this part transfer from the parents to the student.

(b) The Act and this part do not prevent educational agencies or institutions from giving students rights in addition to those given to parents.

(c) If an individual is or has been in attendance at one component of an educational agency or institution, that attendance does not give the individual rights as a student in other components of the agency or institution to which the individual has applied for admission, but has never been in attendance.

(Authority: 20 U.S.C. 1232g(d))

Reg. 99.6 What information must an educational agency's or institution's policy contain?

(a) Each educational agency or institution shall adopt a policy regarding how the agency or institution meets the requirements of the Act and of this part. The policy must include—

(1) How the agency or institution informs parents and students of their rights, in accord with Reg. 99.7;

(2) How a parent or eligible student may inspect and review education records under Reg. 99.10, including at least—

(i) The procedure the parent or eligible student must follow to inspect and review the records;

(ii) With an understanding that it may not deny access to education records, a description of the circumstances in which the agency or institution believes it has a legitimate cause to deny a request for a copy of those records;

(iii) A schedule of fees (if any) to be charged for copies; and

(iv) A list of the types and locations of education records maintained by the agency or institution, and the titles and addresses of the officials responsible for the records;

(3) A statement that personally identifiable information will not be released from an education record without the prior written consent of the parent or eligible student, except under one or more of the conditions described in Reg. 99.31;

(4) A statement indicating whether the educational agency or institution has a policy of disclosing personally identifiable information under Reg. 99.31(a)(1), and, if so, a specification of the criteria for determining which parties are school officials and what the agency or institution considers to be a legitimate educational interest;

(5) A statement that a record of disclosures will be maintained as required by Reg. 99.32, and that a parent or eligible student may inspect and review that record;

(6) A specification of the types of personally identifiable information the agency or institution has designated as directory information under Reg. 99.37; and

(7) A statement that the agency or institution permits a parent or eligible student to request correction of the student's education records under Reg. 99.20, to obtain a hearing under Reg. 99.21(a), and to add a statement to the record under Reg. 99.21(b)(2).

(b) The educational agency or institution shall state the policy in writing and make a copy of it available on request to a parent or eligible student.

(Authority: 20 U.S.C. 1232g(e) and (f))

[53 FR 19368, May 27, 1988]

(Approved by the Office of Management and Budget under control number 1880-0508).

Reg. 99.7 What must an educational agency or institution include in its annual notification?

(a) Each educational agency or institution shall annually notify parents of students currently in attendance, and eligible students currently in attendance, at the agency or institution of their rights under the Act and this part. The notice must include a statement that the parent or eligible student has a right to—

(1) Inspect and review the student's education records;

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;

(4) File with the U.S. Department of Education a complaint under Reg. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part; and

(5) Obtain a copy of the policy adopted under Reg. 99.6.

(b) The notice provided under paragraph (a) of this section must also indicate the places where copies of the policy adopted under Reg. 99.6 are located.

(c) An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents and eligible students of their rights.

(d) An agency or institution of elementary or secondary education shall effectively notify parents of students who have a primary or home language other than English.

(Authority: 20 U.S.C. 1232g(e))
[53 FR 19368, May 27, 1988]
(Approved by the Office of Management and Budget under control number 1880-0508)

Subpart B—What Are The Rights Of Inspection And Review Of Education Records?

Reg. 99.10 What rights exist for a parent or eligible student to inspect and review education records?

(a) Except as limited under Reg. 99.12, each educational agency or institution shall permit a parent or eligible student to inspect and review the education records of the student.

(b) The educational agency or institution shall comply with a request for access to records within a reasonable period of time, but in no case more than 45 days after it has received the request.

(c) The educational agency or institution shall respond to reasonable requests for explanations and interpretations of the records.

(d) The educational agency or institution shall give the parent or eligible student a copy of the records if failure to do so would effectively prevent the parent or student from exercising the right to inspect and review the records.

(e) The educational agency or institution shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.

(f) While an education agency or institution is not required to give an eligible student access to treatment records under paragraph (b)(4) of the definition of "Education records" in Reg. 99.3, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

(Authority: 20 U.S.C. 1232g(a)(1)(A))

Reg. 99.11 May an educational agency or institution charge a fee for copies of education records?

(a) Unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, an educational agency or institution may charge a fee for a copy of an educational record which is made for the parent or eligible student.

(b) An educational agency or institution may not charge a fee to search for or to retrieve the education records of a student.

(Authority: 20 U.S.C. 1232g(a)(1))

Reg. 99.12 What limitations exist on the right to inspect and review records?

(a) If the education records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about that student.

(b) A postsecondary institution does not have to permit a student to inspect and review education records that are—

(1) Financial records, including any information those records contain, of his or her parents;

(2) Confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and

(3) Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if—

(i) The student has waived his or her right to inspect and review those letters and statements; and

(ii) Those letters and statements are related to the student's—

(A) Admission to an educational institution;

(B) Application for employment; or

(C) Receipt of an honor or honorary recognition.

(c)(1) A waiver under paragraph (b)(3)(i) of this section is valid only if—

(i) The educational agency or institution does not require the waiver as a condition for admission to or receipt of a service or benefit from the agency or institution; and

(ii) The waiver is made in writing and signed by the student, regardless of age.

(2) If a student has waived his or her rights under paragraph (b)(3)(i) of this section, the educational institution shall—

(i) Give the student, on request, the names of the individuals who provided the letters and statements of recommendation; and

(ii) Use the letters and statements of recommendation only for the purpose for which they were intended.

(3)(i) A waiver under paragraph (b)(3)(i) of this section may be revoked with respect to any actions occurring after the revocation.

(iii) A revocation under paragraph (c)(3)(i) of this section must be in writing.

(Authority: 20 U.S.C. 1232g(a)(1)(A) and (B))

Subpart C—What Are The Procedures For Amending Education Records?

Reg. 99.20 How can a parent or eligible student request amendment of the student's educational records?

(a) If a parent or eligible student believes the educational records relating to the student contain information that is inac-

curate, misleading, or in violation of the student's rights of privacy or other rights, he or she may ask the educational agency or institution to amend the record.

(b) The education agency or institution shall decide whether to amend the record as requested within a reasonable time after the agency or institution receives the request.

(c) If the educational agency or institution decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing under Reg. 99.21.

(Authority: 20 U.S.C. 1232g(a)(2))
[53 FR 19368, May 27, 1988]

Reg. 99.21 Under what conditions does a parent or eligible student have the right to a hearing?

(a) An educational agency or institution shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy or other rights of the student.

(b)(1) If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall—

(i) Amend the record accordingly; and
(ii) Inform the parent or eligible student of the amendment in writing.

(2) If, as a result of the hearing, the educational agency or institution decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both.

(c) If an educational agency or institution places a statement in the education records of a student under paragraph (b)(2) of this section, the agency or institution shall—

(1) Maintain the statement with the contested part of the record for as long as the record is maintained; and

(2) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

(Authority: 20 U.S.C. 1232g(a)(2))

Reg. 99.22 What minimum requirements exist for the conduct of a hearing?

The hearing required by Reg. 99.21 must meet, at a minimum, the following requirements:

(a) The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.

(b) The educational agency or institution shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

(c) The hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing.

(d) The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised under Reg. 99.21. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

(e) The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing.

(f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

(Authority: 20 U.S.C. 1232g(a)(2))

Subpart D—May An Educational Agency Or Institution Disclose Personally Identifiable Information From Education Records?

Reg. 99.30 Under what conditions must an educational agency or institution obtain prior consent to disclose information?

(a) Except as provided in Reg. 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent of an eligible student before it discloses personally identifiable information from the student's education records.

(b) The written consent must—

(1) Specify the records that may be disclosed;

(2) State the purpose of the disclosure; and

(3) Identify the party or class of parties to whom the disclosure may be made.

(c) When a disclosure is made under paragraph (a) of this section—

(1) If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and

(2) If the parent of a student who is not an eligible student so requests, the agency or institution shall provide the student with a copy of the records disclosed.

(Authority: 20 U.S.C. 1232g(b)(1) and (b)(2)(A))

Reg. 99.31 Under what conditions is prior consent not required to disclose information?

(a) An educational agency or institution may disclose personally identifiable information from an education record

of a student without the consent required by Reg. 99.30 if the disclosure meets one or more of the following conditions:

(1) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.

(2) The disclosure is, subject to the requirements of Reg. 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

(3) The disclosure is, subject to the requirements of Reg. 99.35, to authorized representatives of—

- (i) The Comptroller General of the United States;
- (ii) The Secretary; or
- (iii) State and local educational authorities.

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to—

- (A) Determine eligibility for the aid;
- (B) Determine the amount of the aid;
- (C) Determine the conditions for the aid; or
- (D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, "financial aid" means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(Authority: 20 U.S.C. 1232g(b)(1)(D))

(5)(i) The disclosure is to State and local officials or authorities, if a State statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities.

(ii) Paragraph (a)(5)(i) of this section does not prevent a State from further limiting the number or type of State or local officials to whom disclosures may be made under that paragraph.

(6)(i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to—

- (A) Develop, validate, or administer predictive tests;
- (B) Administer student aid programs; or
- (C) Improve instruction.

(ii) The agency or institution may disclose information under paragraph (a)(6)(i) of this section only if—

(A) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and

(B) The information is destroyed when no longer needed for the purposes for which the study was conducted.

(iii) For the purposes of paragraph (a)(6) of this section, the term "organization" includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

(7) The disclosure is to accrediting organizations carry out their accrediting functions.

(8) The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

(9)(i) The disclosure is to comply with a judicial order or lawfully issued subpoena.

(ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(10) The disclosure is in connection with a health or safety emergency, under the conditions described in Reg. 99.36.

(11) The disclosure is information the educational agency or institution has designated as "directory information," under the conditions described in Reg. 99.37.

(12) The disclosure is to the parent of a student who is not an eligible student or to the student.

(b) This section does not forbid or require an educational agency or institution to disclose personally identifiable information from the education records of a student to any parties under paragraphs (a)(1) through (11) of this section.

(Authority: 20 U.S.C. 1232g(a)(5)(A), (b)(1) and (b)(2)(B))
[53 FR 19368, May 27, 1988]

Reg. 99.32 What recordkeeping requirements exist concerning requests and disclosures?

(a)(1) An educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student.

(2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained.

(3) For each request or disclosure the record must include—

(i) The parties who have requested or received personally identifiable information from the education records; and

(ii) The legitimate interests the parties had in requesting or obtaining the information.

(b) If an educational agency or institution discloses personally identifiable information from an education record with the understanding authorized under Reg. 99.33(b), the record of the disclosure required under this section must include—

(1) The names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution; and

(2) The legitimate interests under Reg. 99.31 which each of the additional parties has in requesting or obtaining the information.

(c) The following parties may inspect the record related to each student:

- (1) The parent or eligible student.

(2) The school official or his or her assistants who are responsible for the custody of the records.

(3) Those parties authorized in Reg. 99.31(a)(1) and (3) for the purposes of auditing the recordkeeping procedures of the educational agency or institution.

(d) Paragraph (a) of this section does not apply if the request was from, or the disclosure was to—

(1) The parent or eligible student;

(2) A school official under Reg. 99.31(a)(1);

(3) A party with written consent from the parent or eligible student; or

(4) A party seeking directory information.

(Authority: 20 U.S.C. 1232g(b)(4)(A))

(Approved by the Office of Management and Budget under control number 1880-0508)

Reg. 99.33 What limitations apply to the redisclosure of information?

(a)(1) An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

(2) The officers, employees, and agents of a party that receives information under paragraph (a)(1) of this section may use the information, but only for the purposes for which the disclosure was made.

(b) Paragraph (a) of this section does not prevent an educational agency or institution from disclosing personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the educational agency or institution if—

(1) The disclosures meet the requirements of Reg. 99.31; and

(2) The educational agency or institution has complied with the requirements of Reg. 99.32(b).

(c) Paragraph (a) of this section does not apply to disclosures of directory information under Reg. 99.31(a)(11) or to disclosures to a parent or student under Reg. 99.31(a)(12).

(d) Except for disclosures under Reg. 99.31(a)(11) and (12), an educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.

(Authority: 20 U.S.C. 1232g(b)(4)(B))

Reg. 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?

(a) An educational agency or institution that discloses an education record under Reg. 99.31(a)(2) shall—

(1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless—

(i) The disclosure is initiated by the parent or eligible student; or

(ii) The policy of the agency or institution under Reg. 99.6 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll;

(2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and

(3) Give the parent or eligible student, upon request, an opportunity for a hearing under Subpart C.

(b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if—

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(b)(1)(B))

Reg. 99.35 What conditions apply to disclosure of information for Federal or State program purposes?

(a) The officials listed in Reg. 99.31(a)(3) may have access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

(b) Information that is collected under paragraph (a) of this section must—

(1) Be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to in paragraph (a) of this section; and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if—

(1) The parent or eligible student has given written consent for the disclosure under Reg. 99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C. 1232g(b)(3))

Reg. 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Paragraph (a) of this section shall be strictly construed.

(Authority: 20 U.S.C. 1232g(b)(i)(1))
[53 FR 19368, May 27, 1988]

Reg. 99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of—

(1) The types of personally identifiable information that the agency or institution has designated as directory information;

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

(3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

(Authority: 20 U.S.C. 1232g(a)(5)(A) and (B))

Subpart E—What Are The Enforcement Procedures?**Reg. 99.60** What functions has the Secretary delegated to the Office and to the Education Appeal Board?

(a) For the purposes of this subpart, "Office" means the Family Policy and Regulations Office, U.S. Department of Education.

(b) The Secretary designates the Office to—

(1) Investigate, process, and review complaints and violations under the Act and this part; and

(2) Provide technical assistance to ensure compliance with the Act and this part.

(c) The Secretary designates the Education Appeal Board to act as the Review Board required under the Act.

(Authority: 20 U.S.C. 1232g(f) and (g), 1234)

Reg. 99.61 What responsibility does an educational agency or institution have concerning conflict with State or local laws?

If an educational agency or institution determines that it cannot comply with the Act or this part due to a conflict with State or local law, it shall notify the Office within 45 days, giving the text and citation of the conflicting law.

(Authority: 20 U.S.C. 1232g(f))

Reg. 99.62 What information must an educational agency or institution submit to the Office?

The Office may require an educational agency or institution to submit reports containing information necessary to

resolve complaints under the Act and the regulations in this part.

(Authority: 20 U.S.C. 1232g(f) and (g))

Reg. 99.63 Where are complaints filed?

A person may file a written complaint with the Office regarding an alleged violation under the Act and this part. The Office's address is: Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202.

(Authority: 20 U.S.C. 1232g(g))

Reg. 99.64 What is the complaint procedure?

(a) A complaint filed under Reg. 99.63 must contain specific allegations of fact giving reasonable cause to believe that a violation of the Act or this part has occurred.

(b) The Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of the Act or this part.

(Authority: 20 U.S.C. 1232g(f))

Reg. 99.65 What is the content of the notice of complaint issued by the Office?

(a) If the Office receives a complaint, it notifies the complainant and the educational agency or institution against which the violation has been alleged, in writing, that the complaint has been received.

(b) The notice to the agency or institution under paragraph (a) of this section—

(1) Includes the substance of the alleged violation; and

(2) Informs the agency or institution that the Office will investigate the complaint and that the educational agency or institution may submit a written response to the complaint.

(Authority: 20 U.S.C. 1232g(g))

Reg. 99.66 What are the responsibilities of the Office in the enforcement process?

(a) The Office reviews the complaint and response and may permit the parties to submit further written or oral arguments or information.

(b) Following its investigation, the Office provides to the complainant and the educational agency or institution written notice of its findings and the basis for its findings.

(c) If the Office finds that the educational agency or institution has not complied with the Act or this part, the notice under paragraph (b) of this section—

(1) Includes a statement of the specific steps that the agency or institution must take to comply; and

(2) Provides a reasonable period of time, given all of the circumstances of the case, during which the educational agency or institution may comply voluntarily.

(Authority: 20 U.S.C. 1232g(f))

Reg. 99.67 How does the Secretary enforce decisions?

(a) If the educational agency or institution does not comply during the period of time set under Reg. 99.66(c), the Secretary may take an action authorized under 34 CFR Part 78, including—

(1) Issuing a notice of intent to terminate funds under 34 CFR 78.21;

(2) Issuing a notice to withhold funds under 34 CFR 78.21, 200.94(b) or 298.45(b), depending upon the applicable program under which the notice is issued; or

(3) Issuing a notice to cease and desist under 34 CFR 78.31, 200.94(c) or 298.45(c), depending upon the program under which the notice is issued.

(b) If, after an investigation under Reg. 99.66, the Secretary finds that an educational agency or institution has complied voluntarily with the Act or this part, the Secretary provides the complainant and the agency or institution written notice of the decision and the basis for the decision.

Note: 34 CFR Part 78 contains the regulations of the Education Appeal Board.

(Authority: 20 U.S.C. 1232g(g))
[53 FR 19368, May 27, 1988]

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