

**MANAGEMENT SUPPORT****Records Management and Retention**

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public records of the district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

The superintendent shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent student records; and require retention of all fiscal records required for audits. The superintendent shall designate a staff member to serve as district records officer.

Records may be destroyed when authorized by the [Local Government Common Records Retention Schedule \(CORE\)](#) and the [Public Schools \(K-12\) Records Retention Schedule](#) provided by the Office of the Secretary of State, Washington State Archives.

Cross references:	<a href="#">Board Policy 1450</a>	Minutes
	<a href="#">Board Policy 3600</a>	Student Records
	<a href="#">Board Policy 4340</a>	Public Access to District Records
	<a href="#">Procedure 6560P</a>	Records Management and Retention

Legal references:	<a href="#">RCW 40.14.010</a>	Definition and classification of public records
	<a href="#">Chapter 42.56 RCW</a>	Public records act
	<a href="#">WAC 434-635-050</a>	General schedules may be adopted

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