

## **MANAGEMENT SUPPORT**

### **Records Management and Retention**

The executive director finance and business services or designee shall be the records officer for the district. The district records officer shall oversee the records management program for the district.

All site administrators shall be responsible for the safekeeping of records at their site in accordance with 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 (retention schedule).

Records may be destroyed when they have reached the end of their retention period as outlined in the retention schedule. Before the records are destroyed, a Records Destruction Authorization [form](#) shall be completed and forwarded to the district records officer for approval. When the approved [form](#) is returned to the site administrator the records shall be destroyed by the methods outlined in the retention schedule.

Cross references:      [Board Policy 6560](#)      Records Management and Retention  
                                 [Everett Public Schools Business Information Manual – SECTION 1.06 –](#)  
                                 [Records Management](#)

Adopted:	<u>November 21, 1980</u>
Revised:	<u>September 1986</u>
Revised:	<u>September 25, 1995</u>
Updated:	<u>October 2009</u>
Updated:	<u>May 2012</u>
Renumbered:	<u>May 2013</u>
Updated:	<u>June 2014</u>
Updated:	<u>August 2019</u>
Updated:	<u>March 2020</u>
Revised:	<u>August 2022</u>
Updated:	<u>July 2024</u>