

SECTION 22.1 – RECORDS RETENTION

INTRODUCTION

Public records, office files and memoranda must be retained for specific reasons and times. Please refer to [WAC 414-08-020](#), [030](#), [040](#), [050](#) for more detailed information on retention and destruction of records.

Records must be retained according to the schedule in the [School Districts and Educational Service Districts Records Retention Schedule](#) and the [Local Government Records Retention Schedule](#) published by the State of Washington, Division of Archives and Records Management.

PROCEDURES FOR DESTRUCTION OR DISPOSAL OF OFFICIAL PUBLIC RECORDS:

- Inventory records by age
- Determine which records should be destroyed
- Prepare a [Records Destruction Authorization form](#).
- Complete the form and send it to the finance department for approval
- When the approved form is returned to you, destroy the old records by one of the following means:
 - Cross-shred any highly confidential material. Verify that no confidential information can be seen on shredded material. (Each school site is responsible for their associated shredding costs.)
 - Semi-confidential material should be put in boxes, sealed with a plastic tape, marked “DUMPSTER” and placed in the dumpster.
- Other records may either be placed in the dumpster in open boxes or recycled.
- The person who actually destroys the records, places them into the dumpster or recycles them, shall sign the authorization form in the witnessed section.
- Record of the destruction with the signature of witnesses should be retained.
- If you require assistance in determining retention requirements of records, please contact the finance department at extension 4150.