

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 in hard copy (paper) and/or electronic means. The public has the right under law to inspect and procure copies of such records with certain exceptions. School district records shall mean any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used, or retained by the district. This includes any account, voucher or contract dealing with the receipt for 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.

All official public records have a statutory retention period. The “Records Management Manual for School Districts in the State of Washington” provides specific retention requirements. Records may be destroyed when authorized by the superintendent or designee as per Washington’s Secretary of State..

Legal Reference:	34 C.F.R. § 80.32	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments – Equipment
	RCW 40.14	Preservation and Destruction of Public Records
	40.14.010	Definition of Public Records
	42.56.070-080	Public Records

RSD No. 400

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