

## **RECORDS MANAGEMENT AND RETENTION: 6574**

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

Records may be destroyed when authorized by the Office of the Secretary of State, Division of Archives and Records Management.

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| Cross Reference:      | Administrative Policy - 3231    | Student Records                                                                                                    |
|                       | Administrative Policy - 4040    | Public Access to District Records                                                                                  |
|                       | Administrative Policy - 6955    | Maintenance of Records – Capital Projects                                                                          |
| Legal References:     | RCW 40.14                       | Preservation and Destruction of Public Records                                                                     |
|                       | RCW 40.14.010                   | Definition and classification of public records                                                                    |
|                       | RCW 42.56.070-080               | Public Records Act–Documents and indexes to be made public; Facilities for copying–Availability of public records  |
|                       | 34 C.F.R. § 80.32               | Uniform administrative requirements for grants and cooperative agreements to state and local governments–Equipment |
| Management Resources: | <i>Policy News</i> , April 2006 | Fixed Assets                                                                                                       |
|                       | <i>Policy News</i> , April 2005 | Records Retention Schedule Updated                                                                                 |