

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 has the right under law to inspect and procure copies of such records with certain exceptions. Public records maintained by the District shall conform with all applicable laws and state regulations.

The superintendent shall develop procedures to implement this policy which shall conform to law; including 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.

Public Records may be destroyed when authorized by the General Records Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.

Cross Reference:	Policy 4340 Policy 3600	Public Access to School District Records Student Records
Legal Reference:	RCW 40.14 RCW 42.17.250-	Preservation and Destruction of Public Records Public Records WAC 414-24-050 General Schedule May Be Adopted
Adopted:	May 5, 1986	North Thurston School District Board of Directors
Amended:	June 17, 1991 December 7, 2010	North Thurston Public Schools Board of Directors