

## **Records Management**

The District Records Officer shall have the responsibility for the safekeeping of all records according to the retention schedule cited below. The District Records Officer shall have authority to dispose of materials after the recommended retention period.

Official public records have a statutory minimum retention of 6 years. The retention period for office files and memoranda is based on operational requirements for each office. Whenever applicable, the retention period starts with the "cut-off". "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be "cut-off" on December 31, and a new file established on January 1; all fiscal year records can be "cut-off" only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in office files after "cut-off" only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center for the remainder of the retention period.

E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate records series, and retained for the minimum retention period assigned by the Local government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.

The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State found at:

<http://www.secstate.wa.gov/archives/pdf/School%20Districts%20March%202003.pdf>

**Reviewed: June 20, 2005**  
**College Place School District No. 250**