

RECORDS MANAGEMENT AND RETENTION POLICY

Records Management and Retention

The NWESD 189 recognizes the importance of public records as the record of the acts of the NWESD 189 and the right of the public to inspect and procure copies of such records with certain exceptions.

Pertinent records shall be retained in accordance with the *General Records Retention Schedule For School Districts and Educational Service Districts in Washington State*, as published by the Office of Secretary of State; if the NWESD 189 receives a public record request; in the event that litigation is reasonably anticipated; or as otherwise required by law.

Any e-mails that are to be retained in accordance with the above for a period of time exceeding three years shall be saved in the email system under the managed permanent folder and will need to be easily retrievable, pursuant to established procedures. Unless a special cause has been approved by the Superintendent no emails may be removed from the email system via printing or copying to a file. The NWESD 189 should regularly delete unnecessary e-mails on the NWESD 189 network/computer system three years after initiation/receipt. All employees of the NWESD 189 shall be responsible for transferring any e-mail messages/attachments that meet the prerequisite requirements into the permanent archive folder.

When disposing of records it no longer needs to retain, the NWESD 189 will take all reasonable steps to destroy, or arrange for the destruction of, personal financial and health information and personal identification numbers issued by government entities in an individual's records within its custody or control when the entity is disposing of records, in accordance with RCW 19.215.020. For the purpose of this policy, "destroy personal information" means shredding, erasing, or otherwise modifying personal information in records to make the personal information unreadable or undecipherable through any reasonable means.

First Reading:	12/18/91 (as 3330)	Reference:
Second Reading:	02/26/92 (as 3330)	RCW 40.14
Revised:	06/27/01 (recodified 6570)	RCW 40.14.010
Revised:	08/27/08	RCW 42.56.070-080
Revised:	04/22/09	34 C.F.R. § 80.32
Revised:	03/24/10	Cross Reference:
Revised:	08/24/11	4340, 6571
Revised:	12/09/13	
Revised:	02/23/22	

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