

RECORDS MANAGEMENT AND RETENTION PROCEDURES

The NWESD 189 records officer shall have the responsibility for the safekeeping of all records according to the retention schedule cited below. The NWESD 189 records officer shall have the authority to dispose of materials after the recommended retention period.

General Records:

The NWESD 189 will retain records in compliance with the *Local Government Common Records Retention Schedule (CORE)* and *School Districts and Educational Service Districts Retention Schedule* provided by the Washington State Archives. Whenever applicable, the retention period starts with the “cut-off.” “Cut-off” is a term used to indicate when 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 may be transferred to a records center for the remainder of the retention period.

E-mail Records:

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. The NWESD 189 will retain records in compliance with the *General Records Retention Schedule for School Districts and Educational Service Districts in Washington State* found at:

[https://www.sos.wa.gov/assets/office/public-schools-\(k-12\)-records-retention-schedule-v.8.4-\(april-2021\).pdf](https://www.sos.wa.gov/assets/office/public-schools-(k-12)-records-retention-schedule-v.8.4-(april-2021).pdf)

All e-mail and attachments will be automatically deleted by the NWESD 189 e-mail system after three years, unless the user has deleted or moved the message(s) to the permanent archive folder. There is a permanent folder for storing email that must be kept four, six, seven years or permanently.

No legal obligation, or desire, to create/maintain electronic (e-mail) records exists. NWESD 189 e-mail account holders are encouraged to archive only e-mail messages that are the sole source of communication or record, and then only if that e-mail fits within the criteria listed on the Washington State Public Schools Record Retention Schedule:

[public-schools-\(k-12\)-records-retention-schedule-v.8.4-\(april-2021\).pdf \(wa.gov\)](https://www.sos.wa.gov/assets/office/public-schools-(k-12)-records-retention-schedule-v.8.4-(april-2021).pdf)

NWESD 189 employees will be informed of the e-mail record retention expectations and held accountable for following them.

NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

PROCEDURE 6570-P

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RCW 40.14