

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.

Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. Printing and retaining a hard copy is not a substitute for the electronic version unless approved by the applicable records committee.

Any e-mails that are to be retained in accordance with the above General Records Retention Schedule for an extended period of time shall either be (1) printed and physically filed in such a way that they will be easily retrievable or (2) saved directly to an electronic server folder on one of the designated Grand Coulee Dam School District file servers/back-up systems from which it will be easily retrievable, pursuant to established procedures. The Grand Coulee Dam School District should regularly delete unnecessary e-mails on the Grand Coulee Dam School District network/computer system on the 60th day after initiation/receipt. All employees of the Grand Coulee Dam School District shall be responsible for transferring any e-mail messages/attachments that meet the State General Records Retention Schedule mentioned above into an electronic server folder that keeps the record for the appropriate length of time.

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>.

**Grand Coulee Dam School District
Adopted: 9.10**