

**ARCHDIOCESAN SCHOOLS**

**RECORDS RETENTION SCHEDULE UPDATES, 2021**

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| **SERIES #** | **Series Name** | **Retention** | **Disposition** | **Citation** | **Action(s)** |
| SS110-20 | ENROLLMENT & DEMOGRAPHIC REPORTS – Data provided by each school to the NCEA and/or Washington State Board of Education and/or Office of the Superintendent of Public Instruction, including enrollment/tuitions information, student and staffing demographics, and student participation in selected education programs. | Academic year + 3 years | DELETE | Corporation of the Catholic Archdiocese of Seattle | New Series |
| SS110-45 | TRANSCRIPT REQUEST AUTHORIZATIONS | Resolution of request or release of record + 3 years | SHRED/DELETE | "Authorization for Release of Student Records" (SD51-05F-02)  Educational Rights and Privacy Act (FERPA) 99.32 | Updated retention period from “Academic year + 3 years” |
| SS205-35 | TRANSITORY RECORDS – See Transitory Records Policy above. Please use the series number and title for destruction certificates. | Obsolete or superseded | RECYCLE |  | New Series |
| SS215-05 | CHILD PHOTO/MEDIA RELEASES | Retain for 6 years after image/ recording no longer being used then Destroy.  Denials of Permissions: retain until end of year | SHRED/DELETE     SHRED/DELETE | “Photo/Media Release – School/District Usage” (SD51-20-09)      “Photo/Media Release Denial of Permission” (SD2012-062) | Added a retention period decision |
| SS115-10 | WASHINGTON STATE PRIVATE SCHOOL APPROVALS | Academic year + 2 years | DELETE | Corporation of the Catholic Archdiocese of Seattle | New Series |
| SS225-40 | YOUTH TRANSPORTATION RECORDS – Records concerning the transportation of minors by bus or private vehicle. Includes, but is not limited to:  • Sign-up sheets and registration forms • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.) • Driver/chaperone/ lists and information  This retention policy applies only to cases where the school organizes transportation. | End of field trip + 6 years  If accident/incident occurs but no claim is filed, retain for 3 years after individual reaches age 18. | SHRED/DELETE | "Attendance – School-Sponsored Activities, Events and Programs" (SD51-06C-31)  “Accidents/Incidents – No Claim Filed (Under Age 18)” (GS50-06C-03)  “Accidents/Incidents – No Claim Filed (Age 18 and Older)” (GS2010-081)  Washington State Board of Education Resolution #101-1996. Type II authorization standards as recommended by OPSI. | Updated series description to broaden the types of records found in series. Was previously: “Records concerning the transportation of minors by bus or private vehicle for special events such as field trips and retreats. Includes: driver information form.” |
| SS235-20 | EMERGENCY DRILL REPORTS | Calendar year + 3 years | RECYCLE | “Occupational Health and Safety Program – Administration” (GS2017-016) | Changed retention period to match the state’s requirement from “Completion of Fire Marshall’s Review + 1 year” |
| SS235-30 | SEX ABUSE NOTIFICATIONS – Records include, but are not limited to letters, electronic messaging (emails, text messages, voice messages), and documentation of verbal conversations. | Permanent | SHRED/DELETE | On the Advice of Patterson Buchannan | Updated retention period. Was: “100 years after incident was reported.” |
| SS310-10 | INVENTORY OF FIXED ASSETS – Contains a list of each asset as well as a description of asset, purchase/acquisition date, date asset put into service, original cost, location of asset, estimated useful life, and date of previous inspection.  Note: A backup must be stored offsite. | Obsolete or superseded + 4 years | SHRED/DELETE | “Inventory – Capital, Expendable and Consumable Assets” (GS50-03A-18)  Note: Capital asset tracking information must be created in accordance with RCW 43.09.200  Parish Accounting Manual (Version 7/1/2017 rev. 03/2019) pg. A-9 | Added series description |
| SS315-05 | EQUIPMENT, FACILITY & VEHICLE MAINTENANCE RECORDS – May include: logs, reports, and related correspondence/email. Included in this series are: accident/traffic collision records, as well as any inspection documentation or safety analysis records. | Disposal or sale of equipment, facility, or vehicle + 6 years | SHRED/DELETE | “Maintenance – Major and/or Regulated” (GS2012-039) | Removed series. Superseded by *Maintenance History Records – Major and/or regulated* |
| SS315-05 | BUILDING INSURANCE INSPECTION RECORDS – Records are the results of insurance company inspections of all properties. | Superseded + 6 years | SHRED/DELETE | “Authorizations/Certifications–Assets” (GS2012-033) | New series |
| SS315-10 | FIRE EXTINGUISHER INSPECTION TAGS | Obsolete or superseded + 6 years | RECYCLE | “Authorizations/Certifications – Assets” (GS2012-033) | Removed series. Superseded by *Building Safety Permits/Inspections* |
| SS315-10 | BUILDING SAFETY PERMITS/INSPECTIONS - Fire extinguishers, alarms, sprinklers, suppression systems; heating, ventilation, air conditioning systems; boilers/hot water tanks, elevators, etc. Does not include hazardous waste inspection/ abatement records. See HAZARDOUS MATERIALS FILES. | Retain for 6 years after inspection superseded (and conditions of inspection satisfied and violations corrected/ resolved), then Destroy | SHRED/DELETE | “Authorizations/Certifications–Assets” (GS2012-033) | New series |
| SS315-20 | MAINTENANCE HISTORY RECORDS – MAJOR AND/OR REGULATED – Records of major and/or regulated maintenance on buildings, equipment, and any vehicles performed by maintenance staff, vendors, or contractors. May include: logs, reports, and related correspondence/email.   Included in this series are: accident/traffic collision records, as well as any inspection documentation or safety analysis records. | Disposal or sale of equipment or vehicle + 6 years | SHRED/DELETE | “Maintenance – Major and/or Regulated” (GS2012-039) | Changed Description/Title |
| SS315-25 | MAINTENANCE & SERVICE REQUESTS (MINOR AND/OR UNREGULATED) –  Records documenting minor and/or unregulated repairs and services performed by maintenance staff, vendors, and third parties. Includes custodial, floor and window cleaning, lawn/gardening, painting, and vehicle and equipment oil changes, tune-ups, filters, tires, etc.  Records may include: email calendar appointments, events, work orders, and tasks as well as email. | Calendar year + 3 years   If security/safety issues, then retain indefinitely | SHRED/DELETE | “Maintenance – Minor Non-Regulated” (GS2012-040) | Changed Description/Title |
| SS315-30 | SERVICE REQUESTS & MAINTENANCE SCHEDULES – Records documenting repairs and services by maintenance staff and third parties.   May include: email calendar appointments, events, and tasks as well as email. | Calendar Year + 3 years  If security/safety issues, then retain permanently | SHRED/DELETE  SCHOOL ARCHIVES | “Maintenance – Minor Non-Regulated” (GS2012-040) | Removed series. Superseded by *Maintenance & Service Requests - Minor and/or Unregulated* |
| SS320-10 | HEALTH DEPARTMENT FOOD SAFETY INSPECTION REPORTS | Retain until next inspection, then Destroy | SHRED/DELETE | “Health Inspections” (SD51-08-14) | New Series |
| SS420-10 | BUDGET, FINAL | Permanent | SCHOOL ARCHIVES | “Final Budget” (GS50-03D-08) | Changed retention from Fiscal year + 6 years |
| SS510-05 | EMPLOYEE RECRUITMENT RECORDS\* – Records related to the recruitment and selection of employees, job description, and determination of rate of pay.   Records may include: summary of position responsibilities, requirements, applications (not hired) and rejection letters, wage rate, and reporting relationships.  \*Records of hired employees should be added to the employee’s personnel file. For Personnel Records, see CS925-35. | Position filled + 3 years | SHRED/DELETE | Federal  ADEA 29 C.F.R. § 1627.3(b)(1) (CR+01) – Job applications, promotions, demotions, test papers, transfer records; Title VII of the Civil Rights Act §790(c); 29 C.F.R. § 1602.14.  Note: Resumes and Applications The ADA, Rehabilitation Act, Title VII of the Civil Rights Act, and ADEA require employers to keep all resumes and job applications on file for one year. Because the ADEA further stipulates a two-year retention period for paperwork for individuals over the age of 40 (something that may be difficult to determine and is, of course, illegal to ask), retain all resumes and applications 2 years. 29 C.F.R. § 1620.32 (2 years) – Employer subject to The Equal Pay Act must maintain records to the payment of wages, wage rates, job evaluations, job descriptions, merit systems, seniority systems, and description of practices or matter explaining basis for wage differential between employees of opposite sex.  State  WAC 296-126-050 (1) Every employer shall keep for at least three years a record of the name, address, and occupation of each employee, dates of employment, rate or rates of pay, amount paid each pay period to each such employee and the hours worked.(2) Every employer shall make the record described in subsection (1) available to the employee, upon request, at any reasonable time.(3) Every employer shall, within ten business days of receiving a written request by a former employee, furnish a signed written statement stating the reasons for and effective date of discharge  RCW 4.16.080 (2) Limitation of action for EEO discrimination complaints is 3 years.   "Recruitment Files" (GS50-04B-22) | Changed Retention period cut off from "Fiscal year" to "When position filled" |
| SS1025-05 | CERTIFICATION OF IMMUNIZATION STATUS (CIS) – Records documenting a student’s immunization status, including proof of immunization. May include: Washington State Department of Health Form No. 348-013. | Graduation or withdrawal | SHRED/DELETE | “Immunization Status” (SD51-09-02) Records documenting a student’s immunization status, including proof of immunization pursuant to RCW 28A.210.080, or certification of exemption pursuant to RCW 28A.210.90. | Updated description |