

Using Records Retention Schedules: Student Cumulative Folders vs. Official Student Records

Purpose: Provide guidance to K-12 public schools as to which specific types of records are to be retained as part of the Official Student Record (DAN SD51-05F-10) (with its much longer retention) and which can be destroyed much sooner as part of the Student Cumulative Folder (DAN SD51-05F-07).

Due to the large difference in retention, it is important to pay attention when working out which student records need to be kept for 100 years versus those that can be destroyed 3 years after the student graduates/withdraws.

What Records are Appropriate for the Student Cumulative Folder?	What Records Must Be Retained as Part of the Official Student Record?
<ul style="list-style-type: none"> • Entry/withdrawal dates • Legal identifying documents (e.g., copy of birth certificate) • Records of student accomplishments and participation in school activities • Grade progressions and retention notifications, where not covered by Official Student Record • Standardized testing reports (MSP, SBAC, HSPE, EOC, SAT, ACT, etc.) • Student photographs (optional; these can be destroyed when no longer needed for agency business, per Student Identification Photos (DAN SD2012-070)) • Registration forms (per Student Registration (DAN SD51-05J-04), these can be destroyed 3 years after superseded or 3 years after graduation or withdrawal, whichever is sooner) • Home Language Survey (per Student Assignment – Special Service Programs (Transitional Bilingual Instruction) (DAN SD2014-027), these can be destroyed 3 years after graduation/withdrawal) 	<ul style="list-style-type: none"> • Standardized High School Transcript • Middle School/Junior High Grade History • Elementary Grade Progression/Enrollment History • Year-End Report Cards (Elementary), if these are the district's evidence of elementary grade progression • Records documenting all successful requests for changes to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc.

Additional advice regarding the management of public records is available from
Washington State Archives: