

## 7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-10 Rev. 0	<p><b>Graduate List</b> Annual list of graduates. <i>Use DAN GS51-05F-10 for Official Student Records and Transcripts.</i></p>	<p><b>Retain</b> for 6 years after current school year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
SD51-05F-10 Rev. 3	<p><b>Official Student Record</b> Documentation of student enrollment history/grade progression for all grades and all schools (K-12). Record <b>must</b> contain student name, academic year, and school attended. Record <i>may</i> also contain additional personally identifiable information including address, phone number, classes attended, grades earned, attendance record, grade level completed, year completed, etc. Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• High school transcripts prepared in accordance with <a href="#">WAC 392-415-070</a> (including “met/not met” graduation requirements);</li> <li>• Middle/junior high school transcript or other academic history showing courses taken and grades earned;</li> <li>• Elementary enrollment history and grade progression;</li> <li>• Legacy records such as permanent record cards &amp; teacher registers (prior to 1940’s);</li> <li>• Records documenting all successful requests for and changes to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc.</li> </ul> <p><i>Note: All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</i></p>	<p><b>Retain</b> for 100 years after student graduates or withdraws <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OPR</p>