

Paper & Electronic Records—Child File Archive Procedure

1. Early Learning Child Files

The hard copy (paper) contents of a child's Family File who has exited the Early Learning Program shall be retained for a period of 7 years on-site at the OESD #114 building in a room that locks or in an approved, locking storage facility off-site. **No document in the child's Family File will be removed and stored separately** (Medication Administration Plans, or any information related thereto, that were previously removed from a child's file and retained separately will now remain in the child's file to be kept for the 7-year retention schedule).

On the 7th year, the entire child file will be destroyed (shredded).

2. Electronic Records

Electronic records (including e-mail and web content) created and received by the OESD Early Learning Department in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention disclosure, destruction, and archiving of public records. The OESD Early Learning Department will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain useable, searchable, retrievable, and authentic for the length of the designated retention period. The OESD Early Learning Department will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. The OESD Early Learning Department will retain records in compliance with the *School Districts and Educational Service Districts Records Retention Schedule* found at:

www.sos.wa.gov/archives/recordsretentionschedules.aspx