

**OLYMPIC ESD 114 BOARD POLICY
RECORDS RETENTION MANAGEMENT**

POLICY 4041

The Olympic ESD 114 (OESD) Board of Directors (Board) recognizes the importance of public records as the record of the acts of the agency and the repository of information.

The public has the right under law to inspect and to procure copies of such records with certain exceptions (refer to Policy 4040, Public Access to Agency Records).

The OESD Public Records Officer or designee shall be responsible for records retention management and maintaining a records retention schedule in accordance with state law.

Records shall not be destroyed unless authorized by the OESD Records Retention Schedule.

Legal Reference:

RCW 40.14 - Preservation and Destruction of Public
Records

Office of the Secretary of State - Washington State
Archives –School Districts and Educational Service
Districts Record Retention Schedule

Date Adopted: October 20, 1988
Renumbered March 2013 from 4100
Renumbered January 21, 2016 from 4410
Revised: April 18, 2019