WAC 110-300-0465 Retaining facility and program records. (1) An early learning provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.

(2) Attendance records must be kept for a minimum of five years.

(3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency's review.

(4) Records older than twelve months must be provided within two weeks of a written request by the department.

(5) An early learning provider must keep the following records available for department review:
   (a) The parent or guardian handbook;
   (b) Furniture, sleep, and play equipment forms and specifications;
   (c) Chromated copper arsenate test results, if applicable;
   (d) Annual fire inspection by qualified fire professional, if applicable;
   (e) Annual inspection of chimney, wood stove, and fireplace, if applicable;
   (f) Monthly inspection to identify fire hazards and elimination of such hazards;
   (g) Monthly testing of smoke and carbon monoxide detectors;
   (h) Monthly fire extinguisher inspection and annual maintenance;
   (i) Food temperature logs pursuant to CACFP, if applicable;
   (j) Child incident and illness logs;
   (k) Vaccination records for pets or animals housed at the early learning provider program;
   (l) Lead and copper testing results;
   (m) Private well and septic systems inspection and testing results, if applicable;
   (n) Cleaning log for large area rugs or carpets;
   (o) Pesticide use (seven years);
   (p) Car insurance policy, if applicable;
   (q) Monthly site visit from child care health consultant, if applicable;
   (r) Tacoma smelter inspection results;
   (s) Curriculum planning schedule;
   (t) Strengthening families program self-assessment or an equivalent assessment;
   (u) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); and
   (v) Waivers or variances from department rules, if applicable.