This schedule applies to: Central Washington University

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of the public records of the Central Washington University relating to the unique functions of the university. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS),* which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records
Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as "Archival (Permanent Retention)" must not be destroyed. Records designated as "Archival (Appraisal Required)" must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules
All previously issued records retention schedules to the Central Washington University are revoked. The Central Washington University must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority
This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 3, 2015.

Signature on File	*Signature on File*	*Signature on File*	*Signature on File*
For the State Auditor: **Cindy Evans**	**For the Attorney General:** **Isaac Williamson**	**For the Office of Financial Management:** **Kathy Cody**	**The State Archivist:** **Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 3, 2015	Major revision and consolidation of all existing disposition authorities.

For assistance and advice in applying this records retention schedule,

please contact the Central Washington University's Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. AGENCY MANAGEMENT

This section covers records relating to the function of the overarching management of the University and its general administration which are not covered by the *State Government General Records Retention Schedule*.

See State Government General Records Retention Schedule for additional records relating to agency management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68800 Rev. 0	***Ballots*** Records documenting the individual votes cast by members of a CWU governing or advisory body to decide on a policy/procedure change; to determine the outcome of a departmental choice; or to select representatives or members for a committee. Includes, but is not limited to: • Voted ballots; • Tally sheets. Excludes meeting minutes covered by: • Minutes and Files of Policy Setting Meetings (DAN GS 10004); • Minutes and Files of Advisory Meetings (DAN 15-06-68788); • Minutes and Files of General Office Meetings (DAN GS 09009).	**Retain** for 1 year after ballots are counted *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68788 Rev. 0	***Minutes and Files of Advisory Meetings*** Records documenting all meetings of the University's advisory bodies. Includes, but is not limited to: • Meetings regulated by the Open Public Meetings Act (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by RCW 42.330.110(2)). Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Indexes and other finding aids.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

2. FINANCIAL MANAGEMENT

This section covers records relating to the function of managing the University's financial resources, obligations and monetary infrastructure which are not covered by the *State Government General Records Retention Schedule*.

See State Government General Records Retention Schedule for additional records relating to financial management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-03-20548 Rev. 1	***Combined Excise Tax Returns*** Records documenting Excise Tax Returns filed by the University with the State Department of Revenue.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68779 Rev. 0	***Financial Disputes and Collections*** Records relating to the University's financial disputes and attempts to collect funds, where civil litigation has not commenced.	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. DEVELOPMENT AND OUTREACH

The function of developing the institution and its outreach to its community. Excludes records of the CWU Foundation, a privately governed non-profit corporation.

3.1 DONATIONS/GIFTS

The activity of receiving gifts and donations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68774 Rev. 0	***Donations/Gifts – Assets*** Records documenting non-cash donations, gifts, and sponsorships made directly to the University. Includes, but is not limited to: • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. Excludes donations made to the CWU Foundation.	**Retain** for 6 years after disposition of asset *and* 6 years after fulfillment of agreement *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
15-06-68775 Rev. 0	***Donations/Gifts – Monetary*** Records documenting monetary donations, gifts, and sponsorships made directly to the University. Includes, but is not limited to: • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. Excludes donations made to the CWU Foundation.	**Retain** for 6 years after end of fiscal year *and* 6 years after fulfillment of agreement *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

3.1 DONATIONS/GIFTS

The activity of receiving gifts and donations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61437 Rev. 1	***Donor Information*** Records relating to active and prospective donors to the University. Includes, but is not limited to: • Copies of correspondence/communications to and from donor; • Lists of previous gifts/donations made.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

3.2 FUNDRAISING

The activities associated with running campaigns to raise funds for various institution development activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68781 Rev. 0	***Fundraising Efforts*** Records relating to fundraising efforts by University departments, or by clubs and organizations that have been recognized by the Associated Students of Central Washington University Board of Directors (ASCWU BOD), where the University, club, or organization **itself** is the beneficiary. Includes, but is not limited to: • Fundraising activities; • Advertising; • Related correspondence/communications. Excludes: • Records relating to University fundraising efforts for **charity**, covered by ***Charity Fundraising*** (DAN GS 09021); • Records documenting fundraising efforts for **charity** by ASCWU BOD-recognized clubs and organizations, which are not University records; • Records relating to fundraising efforts by clubs and organizations that are **not** recognized by the ASCWU BOD, which are not University records; • Records of fundraising efforts by the CWU Foundation.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.3 STUDENT RECRUITMENT

The activities associated with the institution encouraging prospective students to attend the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68789 Rev. 0	***Recruitment/Visits – General*** Records documenting contact with and visits by prospective students, outside of athletic recruitment. Includes, but is not limited to: • Correspondence/communications to/from prospective students; • Itineraries; • Copies of high school transcript and test scores, etc.	**Retain** for 2 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-04-61423 Rev. 1	***Recruitment/Visits – Prospective Student Athletes*** Records documenting contact with and visits by prospective student-athletes who do **not** enroll at the University within 5 years, used to verify and demonstrate compliance with NCAA recruitment requirements as defined in Article 13 of the Operating Bylaws of the *NCAA Division II Manual*. Includes both official and unofficial visits. Includes, but is not limited to: • Correspondence/communications to/from prospective student-athletes; • Copies of high school transcripts and test scores; • Proof of duration of visit, including flight information, itinerary, copies of expenses, etc. Excludes recruitment/visit records for prospective student athletes who **do** enroll at CWU within 5 years, which are covered by NCAA Eligibility – Individual Student Athletes (DAN 07-04-61424).	**Retain** for 5 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

4. RESEARCH

The function of investigating or inquiring into a subject of interest in order to discover or apply facts and/or principles. Research may be funded by a grant, consultancy or scholarship, or may be an unfunded act of academic scholarship undertaken within the institution. Includes activities associated with managing and administering research.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68783 Rev. 0	***Human Subjects Review Council (HSRC) – Administration and Research Oversight*** Records documenting the review, monitoring, and oversight of human subject research by Central Washington University's Institutional Review Board (IRB), the Human Subjects Review Council (HSRC), in accordance with 45 CFR 46.115. Includes, but is not limited to: • Federalwide Assurance agreement with the U.S. Department of Health & Human Services' Office of Human Research Protections; • Written procedures for the HSRC as described in 45 CFR 46.103 (b)(4) and 46.103(b)(5); • HSRC member lists and credentialing, appointment letters; • Applications received, including title, name of investigators, date received, period of approval, modifications, etc., maintained in systems such as the Human Subjects Research Protocols Database; • Annual HSRC Activities Report (submitted annually to the Provost). Excludes HSRC meeting records covered by Minutes and Files of Policy-Setting Meetings (DAN GS 10004). *Note: 45 CFR 46.115(a) requires the retention of general IRB records for at least 3 years.*	**Retain** for 6 years after date of document *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68784 Rev. 0	***Human Subjects Review Council (HSRC) – Principal Investigator Records (Research Conducted)*** HSRC records relating to investigator activities in human subject research including approved regulatory, certified exempt, completed, denied and withdrawn protocols. Includes, but is not limited to: • Research protocols, scientific evaluations, approved sample consent documents; • Correspondence/communications between the HSRC and investigators/researchers; • Progress reports submitted by the investigator; • Reports of injuries to subjects; • Reports of unanticipated problems involving risks to subjects or others; • Reports of continuing review activities; • Statements of significant new findings provided to subjects. *Note: 45 CFR 46.115(b) requires the retention of IRB records relating to research conducted for at least 3 years after completion of the research.*	**Retain** for 6 years after completion/termination of research *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68785 Rev. 0	***Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations*** Records documenting the review, monitoring, and oversight of animal research by the Institutional Animal Care and Use Committee (IACUC), in compliance with 9 CFR 2.35. Includes, but is not limited to: • IACUC reviews of research proposals and ongoing review activities; • Required inspections and reports; • Scientific evaluations. Excludes IACUC meeting records, which are covered by Minutes and Files of Policy-Setting Meetings (DAN GS 10004). *Note: 9 CFR 2.35 requires the retention of general IACUC records for at least 3 years.*	**Retain** for 6 years after date of document *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
15-06-68786 Rev. 0	***Institutional Animal Care and Use Committee (IACUC) – Research Conducted*** Records which relate to specific research conducted, or which document decisions pertaining to committee actions on that research. Includes, but is not limited to: • Correspondence/communications between IACUC and investigators/researchers; • Progress reports provided to IACUC; • Significant new findings. *Note: 9 CFR 2.35 requires the retention of IACUC records that relate directly to proposed activities and changes to same for at least 3 years after completion of the research.*	**Retain** for 6 years after completion/termination of research *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

5. STUDENT ADMINISTRATION

The function of administration and management of students from application for admission to enrollment in courses/programs to completion/discontinuation. Includes non-award programs and courses/units/subjects.

5.1 ADMISSIONS

The activities associated with the admission of applicants into courses/programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68798 Rev. 0	***Admissions Applications – Enrolled*** Records documenting the admissions process for all applicants who are accepted and ultimately enroll at the University. Includes, but is not limited to: • Matriculated and non-matriculated students; • Domestic and international students; • Undergraduate, post-baccalaureate, and graduate-level programs; • Other programs, e.g., Summer Session, University English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc. Includes, but is not limited to: • Application forms and sign-up sheets; • Copies of high school, college, and/or military transcripts; • Test scores submitted as part of the admissions process; • Financial statements and/or sponsor letter (for international students); • Transfer credit evaluations; • Related correspondence/communications.	**Retain** for 6 years after graduation *or* date of last attendance, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.1 ADMISSIONS

The activities associated with the admission of applicants into courses/programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68799 Rev. 0	***Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete*** Records documenting the admissions process for all applicants who are denied admission to the University, were accepted but did not enroll, or never completed the application process. Includes, but is not limited to: • Matriculated and non-matriculated students; • Domestic and international students; • Undergraduate, post-baccalaureate, and graduate-level programs; • Other programs, e.g., Summer Session, University English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc. Includes, but is not limited to: • Application forms and sign-up sheets; • Copies of high school, college, and/or military transcripts; • Test scores submitted as part of the admissions process; • Transfer credit evaluations; • Financial statements and/or sponsor letter (for international students); • Related correspondence/communications.	**Retain** for 2 years after beginning of academic quarter for which applied *or* date of last submission, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68801 Rev. 0	***Class Registration*** Records documenting the process of class registration for individual students. Includes, but is not limited to: • Student name and number; • Quarter of enrollment; • Course numbers and class sections; • Number of credits and grade type (e.g., letter grade, credit/no credit, audit); • Total credit hours. Includes, but is not limited to: • Add/drop forms; • Arranged course permits and independent study and variable credit courses; • Summer workshop registrations. Includes this information maintained in systems such as Safari.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68804 Rev. 0	***Enrollment Reports*** Compilations of data generated by or distributed to departments and individual instructors regarding student enrollment, courses, grade distribution, scholarship, ethnicity of students, etc. Includes, but is not limited to: • Class enrollment count; • Class standing report; • Degrees by quarter report; • Academic probation list. Includes this information maintained in systems such as Safari.	**Retain** for 2 years after end of academic quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68809 Rev. 0	***Major/Minor Applications*** Records documenting a student's request for major/minor standing within an undergraduate academic program, where the application is approved.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68787 Rev. 0	***Major/Minor Applications – Denied or Incomplete*** Requests for major/minor standing within an undergraduate academic program where the application has been denied or the student never completed the application process.	**Retain** for 1 year after quarter of denial or date of last submission *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68814 Rev. 0	***Release of Education Records – No Prior Consent Required*** Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student **where prior consent is not required** in accordance with *34 CFR § 99.31* and *34 CFR §99.32(d)*, **and** where disclosure records are **not** required to be retained longer than 3 years in accordance with federal or state statute. Includes, but is not limited to, requests from and release of records to: • The eligible student; • A school official under *34 CFR §99.31(a)(1);* • Certain parties seeking directory information under *34 CFR § 99.37*; • A judicial order or subpoena under *34 CFR §99.31(a)(9)(ii)(A), (B) & (C).* Excludes: • Disclosure to state and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3), covered by Release of Education Records – Prior Consent or Documentation Required (DAN 15-06-68790). • Requests where prior consent is required, covered by Release of Education Records – Prior Consent or Documentation Required (DAN 15-06-68790). *Reference: Family Educational Rights and Privacy Act (FERPA).*	**Retain** for 6 years after date of release *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68790 Rev. 0	***Release of Education Records – Prior Consent or Documentation Required*** Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student **where prior consent is required** in accordance with 34 CFR § 99.30, **and/or** where disclosure records are required to be retained in accordance with 34 CFR § 99.32. Includes, but is not limited to, requests from and release of records to: • Any party with written consent from the parent or eligible student; • State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32. *Reference: Family Educational Rights and Privacy Act (FERPA).*	**Retain** until the education records of the student are no longer retained *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68791 Rev. 0	***Reporting/Filing (Mandatory) – Higher Education Enrollment*** Records relating to higher education enrollment that are required to be filed with, or submitted to, an outside agency by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence/communications, inquiries, etc. Includes, but is not limited to: • Enrollment and performance data submitted to the Public Centralized Higher Education Enrollment System (PCHEES); • Reports submitted annually to the Department of Education through the Integrated Post-Secondary Educational Data System (IPEDS); • Enrollment Reports submitted to the National Student Clearinghouse; • Reports submitted to the Professional Educator Standards Board (PESB). Excludes records that are required to be submitted as part of an accreditation process, which are covered by Accreditation Documentation (DAN 15-06-68759).	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
75-03-09560 Rev. 1	***Residency Reclassification*** Records documenting individual students' efforts to change their residency status (in-state or out-of-state) for tuition purposes. Includes, but is not limited to: • Reclassification application; • Residency questionnaires; • Supporting documentation; • Appeal and notification correspondence/communications.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68795 Rev. 0	***Student Requests for Nondisclosure of Directory Information*** Records documenting student requests to withhold their directory information from disclosure, in accordance with 34 CFR § 99.37. *Reference: Family Educational Rights and Privacy Act (FERPA).*	**Retain** until the education records of the student are no longer retained *or* until request is terminated by student *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
74-02-03379 Rev. 1	***Withdrawal from the University*** Records documenting individual students' withdrawal from the University, including withdrawals due to illness, hardship, military exigency, or other extenuating circumstances. Includes, but is not limited to: • Official withdrawal form; • Petition for hardship withdrawal; • Related correspondence/communications.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with RCW 28B.35.205. Includes the award of honorary degrees to persons external to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68782 Rev. 0	***Honorary Degrees*** Records documenting the conferral by the University of honorary bachelor's, master's, or doctorate-level degrees, in accordance with RCW 28B.35.205(2) and/or (3), CWUP 2-20-060, and CWUR 1-60-020. Includes, but is not limited to: • Degrees awarded to persons in recognition of their learning or devotion to education, literature, art, or science; • Degrees awarded to persons who were students at the university in 1942 and did not graduate because they were ordered into an internment camp. Excludes Board of Trustees minutes, agendas, and meeting files covered by Minutes and Files of Policy-Setting Meetings (DAN GS 10004).	**Retain** for 6 years after degree is awarded *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
15-06-68812 Rev. 0	***Petitions for Exception*** Requests from students to waive or substitute a graduation or degree requirement. Includes, but is not limited to: • General Education Petition; • Petition for processing late graduation application.	**Retain** for 6 years after degree is awarded or date of last attendance, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with RCW 28B.35.205. Includes the award of honorary degrees to persons external to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-05-27802 Rev. 1	***Verification of Graduation Requirements*** Records relating to the submission and review of individual student applications for graduation, to verify that the student has fulfilled all University, general education, master, major, minor and/or certification requirements. Includes, but is not limited to: • Undergraduate degree applications; • Graduate degree applications; • Teaching certificate applications; • Final degree audit report; • Related correspondence/communications.	**Retain** for 6 years after degree is awarded or date of last attendance, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.4 MISCONDUCT

The activities associated with the management of alleged misconduct involving a breach by a student of academic and/or behavioral standards which may involve plagiarism, falsifying results, cheating, etc., and may include the imposition of a penalty.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68803 Rev. 0	***Disciplinary Investigations for Exonerated Students*** Records documenting the investigation into possible violation of Student Judicial Code (chapter 106-120 WAC) for students who were subsequently exonerated. Includes, but is not limited to: • Case materials; • Notice of exoneration.	**Retain** until completion of exoneration *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68816 Rev. 0	***Student Disciplinary Cases (Sanctions Imposed)*** Records relating to the investigations and disciplinary actions taken pursuant to the Student Judicial Code (chapter 106-120 WAC).	**Retain** for 6 years after completion of disciplinary action and expiration of appeal period, if any *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

5.5 TRANSCRIPTS

The activities associated with the management of the official academic records of the grades achieved by a student in a course/program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68818 Rev. 0	***Transcript Requests*** Records documenting student requests for transcripts or verification of enrollment.	**Retain** for 1 year after date submitted *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68819 Rev. 0	***Transcripts (Permanent Student Records)*** Records documenting the official academic performance of individual students at the University. Includes, but is not limited to: • Courses taken; • Final grades and honors received (including any grade changes); • Transfer and total credits; • Major and minor degrees received; • Official name changes. Includes this information maintained in systems such as Safari. *Note: In the event of the University ceasing to exist, the permanent student records are to be transferred to Student Achievement Council in accordance with RCW 28B.85.130.*	**Retain** for life of agency *then* **Transfer** to Student Achievement Council for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

6. STUDENT AND CAMPUS SERVICES

The function of providing services to students by either the institution or another entity which has an agreement/contract with the institution. Some services may also be available to staff, faculty, and the general public.

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68796 Rev. 0	***Academic and Career Advising – Current Students*** Records documenting advice and other services provided to students to assist them in the processes of identifying a major or graduate program, monitoring progress toward graduation, or to assist them in career planning. Includes, but is not limited to: • Intake information, e.g., dates that services were provided; • Advisor notes; • Elective approval forms; • Assessments and other tools administered to identify an individual student's interests and areas of expertise, e.g., the Strong Interest Inventory; • Related correspondence/communications.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68761 Rev. 0	***Career Advising – Alumni and General Public*** Records documenting advice and other services provided to alumni or other members of the public to assist them in career planning. Includes, but is not limited to: • Intake information, e.g., dates that services were provided; • Advisor notes; • Assessments and other tools administered to identify an individual's interests and areas of expertise, e.g., the Strong Interest Inventory; • Related correspondence/communications.	**Retain** for 2 years after most recent contact *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-07-12001 Rev. 2	***Immigration/Visa Advising – Foreign Students*** Records relating to the immigration/visa status of individual foreign students, retained for advising purposes and/or to document compliance with U.S. Citizenship and Immigration Services requirements. Includes, but is not limited to: • Intake information, e.g., dates that services were provided; • U.S. Citizenship and Immigration Services (USCIS) documentation, e.g., Certificate for Eligibility for Exchange Student Status (IAP 66) and Certificate of Eligibility for Nonimmigrant F-1 Student Status (I-20); • U.S. Customs and Border Patrol (USCBP) forms, e.g., Arrival/Departure Record (I-94); • U.S. Department of State documentation, e.g., Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019), etc.; • Student and Exchange Visitor Information System (SEVIS) reports; • Identification Documentation, e.g., passport pages with biographical information and expiration date; • Correspondence/communications with student and other schools; • Copies of financial statements and/or sponsor letter; • Copies of transfer release documents; • Copies of employment documents; • Copies of admission materials.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68820 Rev. 0	***Veteran Student Files*** Records relating to Veterans and/or their dependents receiving educational benefits. Includes, but is not limited to: • Veteran Tuition Waiver Forms; • Grade Reports; • Academic progress reports; • Change of course forms; • Transfer credit evaluations; • Degree audit records; • Statements of understanding; • Student account summaries; • DD214; • Transfer guide course equivalencies; • Enrollment certifications; • Certificates of Eligibility for GI Bill; • Correspondence/communications regarding VA enrollment.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61434 Rev. 1	***Athlete Medical History*** Records documenting the medical and treatment history for each student athlete. Includes, but is not limited to: • Medical/Treatment documentation and/or reports; • Physical form; • Injury/illness report forms; • Progress notes; • Rehabilitation logs; • Waivers; • CWU letter informing student athletes of physical and insurance policy requirements; • Consent forms for medical procedures and acknowledgment of potential injury.	**Retain** for 7 years after no longer eligible *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
07-04-61425 Rev. 1	***Athlete Medical Insurance Claims*** Records documenting claims for reimbursement of medical bills for student athletes. Includes, but is not limited to: • Claims through the National Association of Collegiate Directors of Athletics (NACDA) excess insurance programs; • Claims through the NCAA Catastrophic Insurance Program; • Medical bills; • Medical expense logs; • HIPAA documentation.	**Retain** for 6 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61432 Rev. 1	***Athlete Recognition*** Provides a record of athletes whose performance is worthy of note or who have received special recognition. Includes, but is not limited to: • List of recipients lettering in sports; • Awards; • Media coverage; • Related correspondence/communications.	**Retain** for 6 years after end of season *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-04-61419 Rev. 1	***Great Northwest Athletic Conference (GNAC)*** Records documenting the university's relationship with GNAC. Includes, but is not limited to: • Reports; • Copies of meeting minutes; • Related correspondence/communications.	**Retain** for 10 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61418 Rev. 1	***National Collegiate Athletic Association (NCAA)*** Records documenting the university's relationship with the NCAA. Includes, but is not limited to: • NCAA self-studies; • NCAA legislation; • Compliance certification for staff members; • Reports; • Copies of meeting minutes; • Related correspondence/communications.	**Retain** for 10 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61424 Rev. 1	***NCAA Eligibility – Individual Student Athletes*** Records documenting an individual student athlete's compliance with NCAA eligibility requirements for participation on a sports team. Includes, but is not limited to: • Letters of intent; • Signed NCAA student athlete statement; • NCAA Drug testing notification forms, including signed NCAA Drug Testing Consent form; • NCAA verification of drug test clearance; • Record of yearly attendance at NCAA rules review and drug meeting; • Student eligibility reports, including grades, seasons of eligibility completed, and seasons of eligibility remaining; • Copies of admissions records and transcripts; • Records documenting financial aid received by the student athlete; • Related correspondence/communications, including requests for permission to contact a student athlete for the purpose of transferring between NCAA sports programs under the one-time transfer exception. *Note: The NCAA requires a minimum 6-year retention on the NCAA Student-Athlete statement and drug-testing consent form.*	**Retain** for 10 years after end of eligibility *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61417 Rev. 1	***NCAA Eligibility – Sports Teams*** Records documenting a CWU sports team's compliance with NCAA eligibility requirements. Includes, but is not limited to: • Participation rosters, including squad lists, travel rosters and NCAA championship and tournament rosters; • Records documenting eligibility certification for the team as a whole, including listings of cumulative grade point average and credits by quarter for student athletes. Excludes records documenting the activities of the University's Athletic Compliance Committee, covered by Minutes and Files of Policy-Setting Meetings (DAN GS 10004).	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

6.3 CAREER AND EMPLOYMENT SERVICES

The activities associated with providing information and assistance to students relating to student and graduate employment, career management and job search.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-02-09053 Rev. 3	***Individual Placement Files*** Records compiled by individual Education students/graduates to document their pedagogical training, employment history, and other experiences that have contributed to their preparation as an educator. These records are provided at the student/graduate's request to prospective employers. Includes, but is not limited to: • Options form designating a confidential or non-confidential file; • Student teaching/internship evaluations; • Letters of reference.	**Retain** for 30 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68768 Rev. 0	***Child and Adult Care Food Program (CACFP) Reimbursement*** Records documenting the Early Childhood Learning Center (ECLC) and Rainbow Center's eligibility for reimbursement for meals and snacks through the Child and Adult Care Food Program (CACFP). Includes, but is not limited to: • Reimbursement claims to the Office of the Superintendent of Public Instruction (OSPI); • Approval letter and application documents to participate; • Completed CACFP enrollment and eligibility forms for all children receiving meals/snacks; • Daily attendance records; • Meal counts; • Daily menus.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68776 Rev. 0	***ECLC/Rainbow Center – Individual Child Documentation*** Records retained in accordance with WAC 170-295-7010 documenting individual children's enrollment and participation in the Early Childhood Learning Center (ECLC) or the Rainbow Center. Includes, but is not limited to: • Completed enrollment applications; • Completed parental consent forms (e.g., medication/treatment authorization, photo release, field trip permission, etc.); • Family or emergency contact information; • Records documenting the child's health history; • Records documenting any illness or injury that occurs during child care hours and the treatment provided. *Note: WAC 170-295-7010 contains a detailed list of documents that are required to be retained in the individual child's file.*	**Retain** for 6 years after date of last attendance *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.5 CULTURAL COLLECTIONS MANAGEMENT

The activity of managing collections of art, museum specimens/artifacts and other objects which are owned by the institution or on loan to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68758 Rev. 0	***Accession and Control – Cultural Collections*** Records documenting the ownership and custody of museum/gallery items and collections **owned** by the agency. Includes, but is not limited to: • Acquisition (e.g., through donation, purchase, transfer, etc.); • Transfers of physical custody (e.g., item/collection loans **by** CWU **to** another institution); • Intellectual rights possessed and given (e.g., reproduction rights, publication/use rights, etc.); • Disposition/deaccession (e.g., sale, donation, etc.) Excludes records documenting the loan of items and collections **to** the museum/gallery **by** other entities, covered by Contracts and Agreements (DAN GS 01050).	**Retain** for 6 years after item/collection is no longer owned by agency *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
15-06-68777 Rev. 0	***Exhibit Files*** Records documenting the production and promotion of a museum exhibit. Includes, but is not limited to: • Scripts; • Exhibit panels; • Flyers; • Images; • Promotional materials.	**Retain** for 6 years after exhibit ends *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

6.6 DISABILITY SERVICES

The activity of providing students with disabilities an equal opportunity to fully participate in and benefit from all aspects of the employment and education environment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68773 Rev. 0	***Disability Services – Accommodations*** Records documenting services requested and/or provided to individual students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. Includes, but is not limited to: • Requests for services and accompanying documentation; • Agency response, including accommodations identified and provided.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.7 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68778 Rev. 0	***Financial Aid Reports – Internal*** Aggregate/summary records documenting disbursements and financial aid status, where not covered by a more specific record series. Includes, but is not limited to: • Summary disbursement reports (daily, weekly, monthly, etc.); • Cancellation journals. Excludes: • Required reporting covered by Institutional Eligibility – Financial Aid (DAN 78-05-20770); • Aid packaging reports covered by Student Aid Eligibility Determination/Tracking (DAN 78-5-20784).	**Retain** for 6 years after end of award year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
78-05-20770 Rev. 2	***Institutional Eligibility – Financial Aid*** Records documenting the University's eligibility to participate in financial aid programs, including federal, campus-based programs. Includes, but is not limited to: • Fiscal Operations Report and Application to Participate (FISAP); • Required reporting, e.g., reports submitted to the Department of Education as part of the Quality Assurance process, etc.	**Retain** for 6 years after end of aid year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM

6.7 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68815 Rev. 0	***Scholarship Program History*** Records documenting the creation and administration of scholarship programs at CWU. Includes, but is not limited to: • Documentation of the establishment of the fund (including administrative requirements for the scholarship, copies of wills, etc.); • Annual lists of recipients. Excludes: • Records documenting eligibility determination for scholarships, covered by Student Aid Eligibility Determination/Tracking (DAN 78-05-20784).	**Retain** for 6 years after termination of scholarship program *then* **Transfer** to Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
78-05-20784 Rev. 2	***Student Aid Eligibility Determination/Tracking*** Records documenting individual student requests for financial assistance, determination of student eligibility for aid, and verification of their compliance with continuing eligibility requirements (e.g., satisfactory progress, etc.). Includes, but is not limited to: • Loans (including short-term loans), work study, grants, scholarships, institutional waivers, etc.; • Applications for aid, e.g., Free Application for Federal Student Aid (FAFSA), General Scholarship Application (GSA), and other applications to the University and its departments for scholarships and other forms of financial assistance; • Award letters/summaries and packaging reports; • Required documentation to verify ongoing eligibility, e.g., to verify financial information reported on the FAFSA as part of the Quality Assurance process.	**Retain** for 6 years after student graduates or is no longer enrolled *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.7 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68792 Rev. 0	***Student Aid Disbursement – CWU-Administered Gift Aid and Work Study*** Records documenting disbursement of individual CWU-administered gift aid, including grants, scholarships, tuition awards, institutional waivers, etc., as well as aid awarded in the form of work study.	**Retain** for 6 years after conditions of award satisfied *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
15-06-68793 Rev. 0	***Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities*** Records documenting disbursement of individual loan funds or gift aid where CWU disburses the funds, but is **not** the administrator or lender. Includes, but is not limited to: • Direct Subsidized (Stafford) Loans; • Direct Unsubsidized (Stafford) Loans; • Direct PLUS Loans; • Private Education of Alternative Loans; • Scholarships and grants from individuals/entities that are separate from CWU.	**Retain** for 6 years after student graduates or is no longer enrolled *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
15-06-68794 Rev. 0	***Student Aid Disbursement – Loans Administered by CWU*** Records documenting disbursement of individual loan funds where CWU acts as both administrator/lender **and** disburser of the loan. Includes, but is not limited to: • Perkins Loans; • Short-term loans.	**Retain** for 6 years after loan repayment, reconciliation, or assignment to the Board of Education *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.8 FOOD SERVICES

The activities associated with providing food for sale and the provision of food to residential students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68780 Rev. 0	***Food Service Inspections*** Records documenting Food Service inspections that are administered periodically to ensure the facility meets the required standards and regulations. Includes, but is not limited to: • Inspection reports; • Correction plans; • Progress reports; • Related communications.	**Retain** for 6 years after completion of inspection *and* violations (if any) corrected/resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.9 HEALTH SERVICES

The activities associated with the provision of medical/health services. Also includes the operation of clinics where students, in the course of their studies, provide services under the supervision of teaching staff and practicing professionals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-07-12613 Rev. 1	***Client History – Community Counseling and Psychological Assessment Center*** Records documenting the assignment, evaluation, and progress of individuals receiving assessment and/or counseling from the Community Counseling and Psychological Assessment Center (CCPAC). Includes, but is not limited to: • Write-ups of counseling sessions; • Psychological evaluations of clients.	**Retain** for 8 years after date of last visit *and* 3 years after client reaches age 18 *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
75-07-11908 Rev. 3	***Client History – Student Medical and Counseling Clinic*** Records documenting the medical and/or counseling history of individual students who have received services at the Student Medical and Counseling Clinic (SMaCC). Includes, but is not limited to: • Visit summaries; • X-rays; • Lab Records; • Immunizations.	**Retain** 8 years from date of last treatment *and* 3 years after client reaches age 18 *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.10 HOUSING SERVICES

The activities associated with the provision of places of residence for students where the residence is managed by the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-07-12748 Rev. 1	***Occupancy Reports*** Records documenting the number of beds and rooms that are occupied in each residence hall at a particular point in time.	**Retain** for 2 years after end of academic quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-12-61890 Rev. 1	***Agency Release and Waiver/Notice of Consent to Exercise Peace Officer Power*** Authorization from various state law enforcement agencies giving the CWU Police Department consent to exercise peace officer powers within their jurisdiction. New consent forms are sent when a new chief is hired and are valid throughout their tenure unless otherwise indicated.	**Retain** for 6 years after superseded or new chief is hired *then* **Destroy**.	NON-ARCHIVAL ESSENTIAL OPR
15-06-68760 Rev. 0	***Annual Crime Report Documentation*** Records documenting the agency's compliance with the requirements of 20 USC § 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act). Includes, but is not limited to: • Required reports, e.g., Annual Security Report (ASR) and fire report; • Public crime log; • Documentation of timely warnings and emergency notifications.	**Retain** for 7 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22170 Rev. 1	***Bicycle Registration*** Records documenting the registration of bicycles with University Police by their owners in order to deter theft and aid investigation in the event that a bicycle is stolen.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68762 Rev. 0	***Case Files – All Other Cases*** Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific record series. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Notorious/historically significant cases covered by (DAN 15-06-68766); • Criminal history record information.	**Retain** for 5 years after conclusion of investigation *and* until exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68763 Rev. 0	***Case Files – Homicides (Solved)*** Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Notorious/historically significant cases covered by (DAN 15-06-68766); • Criminal history record information.	**Retain** for 20 years after conclusion of investigation *and* until exhaustion of appeals process *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68764 Rev. 0	***Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies*** Case reports and files assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies, or unfound missing persons where the case has not been solved. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Notorious/historically significant cases covered by (DAN 15-06-68766); • Criminal history record information.	**Retain** for 75 years after case opened *and* until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention**.**	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68765 Rev. 0	***Case Files – Juvenile Offenders*** Case reports and files assembled by law enforcement pertaining to offenses allegedly committed by juveniles. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Notorious/historically significant case covered by (DAN 15-06-68766); • Criminal history record information. *Note: RCW 13.50.050(22)(a) allows for the routine destruction of records relating to juvenile offenses only when the subject has attained 23 years of age or older. Local law enforcement records relating to juvenile offenses may also be destroyed pursuant to RCW 13.50.050(17)(a) upon notification from the juvenile court that such records are eligible for destruction.*	**Retain** until juvenile attains 23 years of age *or* until notification of destruction eligibility is received from the juvenile court, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68766 Rev. 0	***Case Files – Notorious/Historically Significant Cases*** Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Juvenile offenses and sex/sexually violent offenses covered by (DAN 15-06-68765) and (DAN 15-06-68767); • Criminal history record information. *Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet* **Notorious/Historically Significant Case Files and Inmate Custody Records**.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention**.**	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68767 Rev. 0	***Case Files – Sex Offenders and Sexually Violent Offenses*** Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in Chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in Chapter 9A.44 RCW. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Record covered by Case Files – Notorious/Historically Significant Cases (DAN 15-06-68766); • Criminal history record information. *Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).*	**Retain** for 5 years after conclusion of investigation and exhaustion of appeals process *then* **Transfer** to Washington Association of Sheriffs and Police Chiefs for permanent retention.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68769 Rev. 0	***Citations/Notices of Infraction Issued – All Others*** Records relating to criminal or non-criminal citations issued to alleged violators in accordance with RCW 46.64.010(4). Includes, but is not limited to: • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. Excludes: • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by Citations/Notices of Infraction Issued – Driving Under the Influence.	**Retain** 3 years after date of issuance or completion of state auditor's report, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68770 Rev. 0	***Citations/Notices of Infraction Issued – Driving Under the Influence*** Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as identified in RCW 46.61.502. Excludes: • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by Citations/Notices of Infraction Issued – All Others. *Note: RCW 46.61.502 allows individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor, necessitating a minimum 10 year retention period.*	**Retain** for 10 years after date of issuance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22182 Rev. 1	***Citations/Notices of Infraction – Issued to Officer*** Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010. Includes, but is not limited to: • Voided citations/tickets; • Receipts for books and/or devices issued.	**Retain** for 3 years after date of issuance *or* until completion of State Auditor's report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-12-61892 Rev. 1	***Criminal History Background Check Logs*** Logs documenting criminal history inquiries made through Washington State Patrol's ACCESS system.	**Retain** until completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-10-61888 Rev. 1	***Emergency Blue-Light Test Log*** Records documenting regular testing by patrol officers of the various emergency blue light phones on campus to make sure they are in working condition including phone, lights, electrical, and strobe lights work and any comments. Excludes maintenance records covered by: • Routine Maintenance and Facility Repairs (DAN GS 21002); • Major Repair and Replacement Records, Buildings and Equipment (DAN GS 21008).	**Retain** for 6 years after of end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22169 Rev. 2	***Lost and Found Property*** Records documenting reports of property lost by individuals so those items can be returned if found, as well as records documenting items found and turned in to University Police.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22183 Rev. 2	***Officer Patrol Log and Daily Activity*** Records documenting the activities of individual officers while on shift. Includes, but is not limited to: • Date and time of activity; • Brief description of activity; • Location of activity. Includes, but is not limited to: • Police radio log; • Log received from KITTCOM (regarding arrests, traffic, violations, accidents, etc.).	**Retain** for 5 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-06-62045 Rev. 1	***Parking Citation Fines*** Records documenting the assessment, payment, escalation, or cancellation of fines levied for parking offenses. Includes, but is not limited to: • Parking permit information; • Vehicle registration information; • Customer information. Excludes: • Parking ticket appeals covered by Parking Violation Appeals (DAN 88-02-41552).	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
09-06-62043 Rev. 1	***Parking Permits*** Records documenting all new parking permits purchased by students, faculty, staff, and others who park in campus lots.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62338 Rev. 1	***Parking Permit Replacement*** Records documenting requests by individuals to replace their parking permit due to loss, theft, or destruction. Includes, but is not limited to: • Reason for replacement; • Previous permit number; • Information regarding the vehicle to which permit is registered; • New permit number.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-02-41552 Rev. 1	***Parking Violation Appeals*** Records documenting parking violation ticket appeals which have been submitted to the Appeals Board for review.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22185 Rev. 2	***Radio Logs*** Logs documenting incoming and/or outgoing emergency radio communications.	**Retain** for 60 days after date of entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61894 Rev. 1	***Sex Offender Bulletin*** Records documenting registered sex offenders who have become part of the CWU campus population.	**Retain** for 6 years after offender is no longer affiliated with the CWU campus *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-12-61893 Rev. 1	***Student Weapon Logs and Forms*** Records documenting individual students' storage of their firearms with the University Police Department. Includes, but is not limited to: • Owner identification data; • Description of firearm; • Records documenting the checkout and return of firearm.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-10-61890 Rev. 1	***Uniform Crime Reporting and Tallies*** Uniform Crime Reporting statistics and tallies that have been submitted to the Washington Association of Sheriffs and Police Chiefs (WASPC).	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

7. TEACHING AND LEARNING

The function of conveying knowledge to facilitate learning including curriculum planning and development, delivery, assessment, materials/resources and evaluation.

7.1 ACCREDITATION

The activity of courses/programs receiving accreditation by external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68759 Rev. 0	***Accreditation Documentation*** Statistical, descriptive and evaluative materials necessary for a program, college or school to achieve and maintain accreditation with the professional association which sets the standards for that particular discipline (e.g., Professional Educator Standards Board (PESB) and National Council for Accreditation of Teacher Education (NCATE)).	**Retain** for 6 years after end of accreditation *or* until superseded by new accreditation *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68797 Rev. 0	***Academic Appeals/Grievances*** Records documenting a student's appeal of a grade, or other student grievance mediated within the department, school or college.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68757 Rev. 0	***Academic Forgiveness*** Records documenting individual students' petitions to the Registrar to use only recent academic performance in calculating grade point average.	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68802 Rev. 0	***Coursework Grades/Scores/Comments*** Records maintained by instructor documenting individual students' performance in a course, including scores, grades, and or comments in regard to exams, papers, projects, and/or class participation. Provides the basis for the final grade that is assigned. Excludes student scores for tests, exams, and other assessments that are administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, which are covered by Examination Scores – Proficiency/Placement or Credit by Exam (DAN 15-06-68805).	**Retain** for 2 years after end of academic quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68805 Rev. 0	***Examination Scores – Proficiency/Placement or Credit by Exam*** Records documenting student scores on qualifying exams administered to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course. Includes, but is not limited to: • College Entrance Examination Board Advanced Placement Test (AP); • College-Level Examination Program (CLEP); • Compass Placement Testing (CPT); • Mathematics Placement Tests (MPT). Excludes student scores for tests, exams, and other assessments that are administered as part of a course, which are covered by Coursework Grades/Scores/Comments (DAN 15-06-68802).	**Retain** for 6 years after graduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68806 Rev. 0	***Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam*** Records documenting student responses to placement examinations administered by the University or its departments to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course. Includes, but is not limited to: • College-Level Examination Program (CLEP); • Compass Placement Testing (CPT); • Mathematics Placement Tests (MPT). Excludes student responses for tests, exams, and other assessments that are administered as part of a course, which are covered by Papers, Projects and Other Assignments by Students – Not Retrieved (DAN 15-06-68811).	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68807 Rev. 0	***Grade Confirmation and Class/Rank Reports*** Records documenting the reporting by the Registrar of final quarterly student grades, including students' rank within their class, to academic departments.	**Retain** for 2 years after end of academic quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68808 Rev. 0	***Grade Input and Grade Changes*** Records documenting the entry of new and revised quarterly final coursework grades into students' academic records. Includes grades entered by instructor directly into transcript record, as well as grades submitted to Registrar by instructor for subsequent entry into transcript record.	**Retain** for 6 years after end of academic quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68810 Rev. 0	***Masters' Theses/Projects*** Records documenting the culminating thesis or project completed by individual graduate students to satisfy master's degree requirements. Includes, but is not limited to: • Bound copy of thesis; • Final project (e.g., model, recording, etc.) and accompanying written report.	**Retain** for 6 years after graduation or date of last attendance *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
15-06-68811 Rev. 0	***Papers, Projects and Other Assignments by Students – Not Retrieved*** Records documenting work performed and/or submitted by students in fulfillment of course or degree requirements, where the student has not retrieved the records after the end of the academic quarter. Includes, but is not limited to: • Papers, projects, and other assignments; • Student responses to exams/tests. Excludes masters' theses, projects, and comprehensive examinations covered by Masters' Theses/Projects (DAN 15-06-68810), and placement examinations administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, covered by Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 15-06-68806).	**Retain** for 1 quarter after end of academic quarter in which assignment was graded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68813 Rev. 0	***Reference Letters*** Records documenting references/recommendations prepared by CWU faculty or staff regarding individual CWU students or former students.	**Retain** for 2 years after date of reference *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-10-15064 Rev. 1	***Student Evaluation of Instruction (SEOI)*** Records documenting evaluations of the instructor, course and/or overall student learning environment, completed by students.	**Retain** for 5 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68817 Rev. 0	***Student Internships – Undergraduate and Graduate*** Records documenting individual students' internship, practicum, and/or cooperative education work experiences, including where mandatory to fulfill a degree/certificate requirement. Includes, but is not limited to: • Application materials; • Supervision notes, statistics of service provided each quarter, other paper generated during the internship year and copies of references written by supervisors.	**Retain** for 6 years after **g**raduation or date of last attendance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.3 CLASS SCHEDULING

The activities associated with the organization, control and scheduling of classes and examinations for students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-07-12657 Rev. 2	***Scheduling Data*** Records documenting the scheduling of courses, examinations, and other events held by/at the University, used as a reference and/or as a basis for scheduling classes in future quarters.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.4 CURRICULUM DEVELOPMENT

The activities associated with development, approval and review of curriculum.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68772 Rev. 0	***Curriculum/Courses*** These files contain all information regarding curriculum/course matters (Curriculum changes, course additions, deletions, changes; special topics; course propaganda; catalog information; enrollments; class schedules).	**Retain** for 6 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-06-68771 Rev. 0	***Curriculum and Course Proposals (Approved/Denied)*** Provides documentation of the planning and development of academic courses and programs that have been approved.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention") other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as "Archival". Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) "Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda."

OPR (Official Public Records

Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) "Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; … and all other documents or records determined by the records committee… to be official public records."

Public Records

RCW 40.14.010 – Definition and classification of public records.

"… The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business…"

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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