GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

The following records retention schedules pertain to the primary copy of a record regardless of media. Some records are given special designations and/or disposition instructions. When indicated on the schedules the following applies:

(1) **[OPR]** records are those identified and required by statute that document legal actions or transactions for the college/State Board office and/or fiscally or financially obligate the college/State Board office. They have a minimum retention of six (6) years unless otherwise approved by the State Records Committee.

(2) **Archival** - Records identified as being of historical value to the State and the colleges. These records must not be destroyed, rather they must be transferred to the regional branch of the State Archives serving your college/SBCTC.

(3) **Essential Records** - Records identified by the SBCTC/colleges as essential for the continuity and restoration of college/State Board operations after a disaster.

Included in this manual are nine different schedules (listed below) pertaining to community and technical college records and their disposition. For six of these schedules only one category of records is cited. However, three of the schedules contain more than one category of records. These are Schedule CT01, District/Campus/State Board Office Management with thirteen record categories, CT02, Personnel/Payroll, with two record categories, and CT 06, Fiscal and Accounting Operations with four record categories.

Record categories are considered as distinct units by the State Records Committee. A description of each precedes the records series in that category and are approved as a unit by the State Records Committee.

Schedule Numbers	Schedule Title
CT01	District/Campus/State Board Office Management
CT02	Personnel/Payroll
CT03	Instruction/Curriculum
CT04	Student Records and Support Services
CT05	Libraries, Media and Learning Resource Centers
CT06	Fiscal and Accounting Operations
CT07	Grants Management
CT08	Facilities, Equipment and Property Management
CT09	Real Property Management (Land)

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0101 - EXECUTIVE LEVEL ADMINISTRATIVE RECORDS

- **Administrative records from the executive level of the college/SBCTC. Includes records which document the policies, procedures and administration of the college/system/State Board Office. Most of the records created at this level are considered to be "archival" and must be transferred to the State Archives after the official retention period has been satisfied.**
- **CT0101 does not include routine office records (see CT0102, College/SBCTC General Office Operations) or program level records.**
- **CT0101 applies to Executive Level Administrative records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0101.001 through CT0101.017—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0101: EXECUTIVE LEVEL ADMINISTRATIVE RECORDS	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0101.001	ACCREDITATION DOCUMENTATION Descriptive, statistical, and evaluative materials necessary to maintain and document accreditation for the college with the NW Association of Schools and Colleges. See Schedule CT03—INSTRUCTION/CURRICULUM RECORDS for retention periods applicable to accrediting individual college programs.	College President or other Designated Administrative Office • *6 Years after accreditation, or* • *Until superseded by new accreditation,* • *whichever is longer*		
CT0101.002	ADMINISTRATIVE STUDIES and OPERATIONAL PLANS Major administrative studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirements, or court order. Generally addresses college- office-wide operations or issues, affects the most important or most critical college/agency functions, or addresses areas of public visibility or concern. Includes strategic plans and comprehensive plans for the administration, reorganization or operation of the entire college/State Board office or major sub-division of the college/State Board office.	Chief Executive or other Designated Administrative Office *(Submittal of final report plus 4 Years, then contact your regional Archivist)*	Office/Agency Requesting Special Study/Project *(Office option)*	• Archival • Essential
CT0101.003	ALUMNI ORGANIZATION PROJECTS Provides documentation to support the fund raising activities of alumni organizations. Includes project descriptions, correspondence, copies of checks or securities documents, acknowledgment letters, final reports and other materials as required by the project.	Chief Executive or other Designated Administrative Office *(6 Years after completion of project, then contact your regional Archivist)*		• Archival • Essential

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0101: EXECUTIVE LEVEL ADMINISTRATIVE RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0101.004	ENDOWMENT FUND RECORDS Correspondence and summary reports related to trust agreements, establishment of endowment funds, use of funds, etc.	Chief Executive or other Designated Administrative Office *(6 Years after completion of project, then contact your regional Archivist)*		• Archival • Essential
CT0101.005	CALENDARS—CHIEF EXECUTIVE A record of appointments, "to do" lists, and meeting schedules. Provides a day by day record of official activities. NOTE: If maintained in electronic form the information should be printed out as often as necessary to provide a daily record.	Chief Executive's Office *(4 Years)*		
CT0101.006	CONTRACTS and AGREEMENTS Official texts of contracts and agreements to which the college/SBCTC is a party. Includes collective bargaining agreements, contracts for special projects/studies, etc.. Note: See Records Category CT0601—FINANCE - GENERAL for retention periods related to vendor contracts for goods and services, etc.	**[OPR]** - Business Office or other Designated Administrative Office *(6 Years following:* • *termination of contract/agreement;* • *resolution of litigation/audits; or* • *satisfaction of retention period stated in contract/agreement* *whichever is longest, then contact your regional Archivist)*	Contracting Office *(3 Years or subsequent to audit, whichever is longer)*	• Archival • Essential
CT0101.007	CORRESPONDENCE—EXECUTIVE LEVEL Correspondence and memos at the executive level, to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues.	Chief Executive's Office *(4 Years)*		• Archival • Essential

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0101: EXECUTIVE LEVEL ADMINISTRATIVE RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0101.008	MINUTES—BOARDS OF TRUSTEES, STATE BOARD and COLLEGE PRESIDENT'S Minutes and meeting files of the College's Boards of Trustees, the State Board for Community and Technical College Education and the college president's Association (Washington Association of Community and Technical Colleges).	Chief Executive's Office *(6 Years)*		• Archival • Essential
CT0101.009	PAPERS OF EXECUTIVE DIRECTION A record of formal statements at the executive level of the college/system/State Board office, in regard to college/system/State Board office policy, actions, and mission. May include formal issuance's, directives, records of briefings, and presentations of policy in any form.	Chief Executive's Office *(4 Years)*		• Archival • Essential
CT0101.010	PLANNING FILES - GENERAL Provides documentation to support the planning activities of the college/SBCTC, department, division, and/or office. May include statement of philosophy, goals, mission, and objectives. Used to develop a course of action/work plan for the institution, division, office, etc.	Designated Administrative Office *(4 Years, then contact your regional Archivist)*		• Archival
CT0101.011	POLICIES and PROCEDURES—ADMINISTRATIVE Administrative policies and procedures issued at the executive level of college/SBCTC to address college/SBCTC/system-wide operations, critical agency functions, or issues of public visibility or concern. May include formal directives, formal policy statements, printed or published procedures manuals, bulletins, orders, rules, or notices.	Chief Executive or other Designated Administrative Office *(Until superseded plus 6 Years), then , contact your regional Archivist)*	Other Offices *(Until superseded)*	• Archival • Essential

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0101: EXECUTIVE LEVEL ADMINISTRATIVE RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0101.012	REPORTS TO EXTERNAL AGENCIES Provides a record of reports filed with external agencies in compliance with statutory requirements and/or provisions of state and federal programs, i.e. Affirmative Action Annual Progress Report, Hazardous Waste Management Act, Clean Water Act, etc. May include statistics, Logs, inventories, and other related documentation as required.	Designated Administrative Office • *6 Years. or* • *As required by State and/or federal statutes, whichever is longer*		
CT0101.013	REPORTS—ANNUAL and BIENNIAL REPORTS Summaries of the important activities and accomplishments of the college/SBCTC in narrative and statistical form.	Chief Executive or other Designated Administrative Office *(4 Years)*		• Archival
CT0101.014	SPECIAL STUDIES/PROJECTS ANALYSIS FILES Provides a record of the analyses used (including results) in determining or describing the various parts/aspects of a study, i.e. Facility Conditions Survey, retention studies, worker retraining and basic skills studies, etc. Used to support the findings and recommendations contained in a Special Studies/Projects final report.	Chief Executive or other Designated Administrative Office *(Submittal of final report plus 4 Years)*		
CT0101.015	SPECIAL STUDIES/PROJECTS FINAL REPORTS Copy of special projects/studies final reports, i.e. salary surveys, "peer" state studies, retention studies, studies required by the Legislature, Higher Education Coordinating Board, etc. May include but is not limited to collection instruments, questionnaires, correspondence, findings and recommendations.	Chief Executive or other Designated Administrative Office *(Submittal of final report plus 4 Years; then contact your regional Archivist)*	Office/Agency Requesting Special Study/Report *(Office option)*	• Archival

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0101: EXECUTIVE LEVEL ADMINISTRATIVE RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0101.016	SPEECHES and WRITINGS—COLLEGE PRESIDENTS and EXECUTIVE DIRECTOR, STATE BOARD OFFICE Provides a record of speeches, tapes, and videos of speeches, and transcripts of speeches, written presentations and other writings of community college presidents and Executive Director, State Board Office or other executive level official concerning college/system/SBCTC policy, concerns, actions or issues.	Chief Executive's Office *(6 Years, then contact your regional Archivist)*	Other Offices *(Office option)*	• Archival
CT0101.017	SUBJECT FILES--ADMINISTRATION Executive level documentation of the administration of college/system/SBCTC activities. May include minutes of meetings, management team meeting minutes, agendas, organizational charts, narrative reports, reports from college/SBCTC divisions, studies, news releases, newspaper clippings, correspondence and other materials.	Chief Executive's Office *(4 Years)*		• Archival

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0102 - COLLEGE/SBCTC GENERAL OFFICE OPERATIONS

- **Records created in the process of planning and carrying out the routine administrative tasks of an agency or office. Includes routine correspondence, subject files, tracking and control records, and transitory records**
- **CT0102 does not include Executive Level Administrative Records (CT0101) or program level records.**
- **CT0102 applies to College/SBCTC General Office Operations records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0102.001 through CT0102.010—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0102: COLLEGE/SBCTC GENERAL OFFICE OPERATIONS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0102.001	CORRESPONDENCE—GENERAL Routine correspondence concerning day-to-day office administration and activities. Includes correspondence between other offices within an agency, routine correspondence with other agencies and correspondence with the public on routine matters. NOTE: Does not include program correspondence, executive level correspondence or correspondence concerning policies and procedures. For these kinds of records, see Records Category CT0101—EXECUTIVE LEVEL ADMINISTRATIVE RECORDS for the appropriate retention.	Holding Office *(30 Days)*	Other Offices *(Office option)*	
CT0102.002	FACILITIES REQUEST FILE—USE OF Provides a record of individuals/organizations requesting to use campus facilities. May include copy of request and actions taken.	Chief Executive or other Designated Administrative Office *(Date of approval/non-approval plus 1 Year)*		
CT0102.003	INFORMATION—REQUESTS FOR Letters, memos, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies. NOTE: Does not include formal requests filed under terms of the Public Disclosure Act. For these kind of requests, see LEGAL, LEGISLATIVE and PUBLIC DISCLOSURE FILES for the appropriate retention.	Office responding to request or other Designated Administrative Office *(Response to request plus 1 Year)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0102: COLLEGE/SBCTC GENERAL OFFICE OPERATIONS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0102.004	OPERATIONAL PLANS—ROUTINE Plans developed to guide routine administrative operations. Typically includes work plans and plans for specific administrative projects. NOTE: Does not apply to agency-level planning which involves major policy issues or college/SBCTC/system-wide administrative matters. For these kinds of records, see EXECUTIVE LEVEL ADMINISTRATIVE RECORDS for the appropriate retention.	Originating or other Designated Administrative Office *(2 Years)*		• Essential
CT0102.005	PLANNING and PROJECT WORKING FILES—ADMINISTRATIVE Project design plans, survey forms, charts, diagrams, statistics, preliminary analysis reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, surveys, and planning studies. NOTE: Does not include executive level planning files or program planning files. For these kinds of records, see Records Category CT0101—EXECUTIVE LEVEL ADMINISTRATIVE RECORDS or specific program areas cited elsewhere for the appropriate retention.	Originating or other Designated Administrative Office *(2 Years)*		

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0102: COLLEGE/SBCTC GENERAL OFFICE OPERATIONS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0102.006	PLANNING and STUDIES (ROUTINE)—REPORTS Reports of studies, surveys, management audits and similar operations which analyze routine administrative operations, procedures or processes. NOTE: Does not apply to college/agency-level studies and reports which involve major policy issues or college/agency-wide administrative matters. For these kinds of records, see EXECUTIVE LEVEL ADMINISTRATIVE RECORDS for the appropriate retention.	Originating or other Designated Administrative Office *(2 Years)*		
CT0102.007	POLICIES and PROCEDURES—ROUTINE, GENERAL OFFICE Policies and procedures covering the routine, day-to-day operations of an office, department or division..	Designated Administrative Office *(Until superseded)*		
CT0102.008	READING or DAY FILES Extra copies of correspondence, memos, reports and other documents assembled in chronological or subject order for ready reference, signature control, preparation of periodic activity reports, or similar administrative reasons.	Originating Office *(Until administrative need is satisfied))*	Other Offices *(Office option)*	
CT0102.009	REFERENCE FILES Reference files containing copies of correspondence, memoranda, copies of reports, studies, articles, reference copies of minutes, and other general reference information on office administration issues and concerns used to support administrative analysis, planning and development.	Designated Administrative Office *(Until administrative need is satisfied)*		

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0102: COLLEGE/SBCTC GENERAL OFFICE OPERATIONS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0102.010	TRANSITORY ADMINISTRATIVE FILES Records temporarily needed in day-to-day administrative operations. May include notes, telephone message slips, routine requests for information, and similar documents of a transitory nature.	Originating Office *(Until administrative need is satisfied)*	Other Offices *(Office option)*	

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-Mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0103 - LEGAL, LEGISLATIVE and PUBLIC AFFAIRS/DISCLOSURE FILES

- **Legal: Records of correspondence with the Attorney General's Office, informal letter opinions, formal opinions and issue files on legal matters pertaining to the college/system/State Board Office.**

- **Legislative: Records documenting the relations of the colleges and the State Board Office with the Legislature. Includes files on requested legislation, legislation affecting the colleges and/or State Board office, contacts with legislators, and other related materials. May include records of contacts with legislative bodies at the both the state and federal levels.**

- **Public Affairs/Disclosure: Records of contacts with the general public, the media, the legal community and others regarding college/State Board Office policies, activities and actions. Includes information releases, public information files, requests for information and records under the terms of the Public Disclosure Act, and less formal request concerning college/State Board Office records and information.**

- **CT0103 applies to Legal, Legislative and Public Affairs/Disclosure records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0103.001 through CT0103.010—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0103: LEGAL, LEGISLATIVE and PUBLIC AFFAIRS/DISCLOSURE
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0103.001	ATTORNEY GENERAL LETTERS Copies of correspondence with the Office of the Attorney General. Includes "Informal Attorney General Opinions."	Chief Executive or other Designated Administrative Office **[OPR]** - *(6 Years, then transfer to regional Archives)*		• Archival
CT0103.002	ATTORNEY GENERAL OPINIONS A record of published, formal opinions on legal matters directly relating to the activities of a college and/or the State Board Office.	Chief Executive or other Designated Administrative Office **[OPR]** - *(6 Years, then transfer to regional Archives)*		• Archival • Essential
CT0103.003	LEGAL ISSUE FILES Files on legal issues of concern to a college and/or the State Board Office. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents, and other materials pertaining to specific issues. Does not include litigation files or other legal files. NOTE: For information on retention periods related to litigation filed by or brought against a college/SBCTC, see Records Category CT0106—INSURANCE FILES.	Chief Executive or other Designated Administrative Office **[OPR]** *(6 Years, then transfer to regional Archives*	Other Offices *(Until superseded)*	• Archival • Essential
CT0103.004	LEGISLATION—REQUESTED BY SBCTC/COLLEGES Documentation of legislation requested by a college or the State Board office. Includes bill drafts, correspondence, fiscal notes, memos, meeting minutes, bill analysis reports, legislative committee reports, monitoring reports, and related records.	Chief Executive or other Designated Administrative Office *(End of legislative session, plus 2 Years)*		

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0103: LEGAL, LEGISLATIVE and PUBLIC AFFAIRS/DISCLOSURE
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0103.005	LEGISLATIVE BILL FILES Copies of bills under consideration by the Legislature with possible significant impact on a college and/or the State Board office. May include bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records.	SBCTC Chief Executive or other Designated Administrative Office *(End of legislative session, plus 2 Years)*	Colleges *(College option)*	
CT0103.006	LEGISLATIVE CONTACT REPORTS A record of contacts between agency personnel and legislators, legislative staff, lobbyists, or the staff of the Governor's office in regard to pending legislation or other legislative issues.	Chief Executive or other Designated Administrative Office *(End of legislative session, plus 4 Years)*		
CT0103.007	LEGISLATIVE CORRESPONDENCE Correspondence relating to legislative issues, college and/or State Board office policies, or the college's and/or State Board office's position on issues. May include constituent correspondence and correspondence with other agencies.	Chief Executive or other Designated Administrative Office *(End of legislative session, plus 2 Years)*		
CT0103.008	PUBLIC DISCLOSURE ACT - REQUESTS FOR RECORDS and APPEALS Formal requests for access to college/State Board office records filed by the public, the media, or other agencies, under the terms of the Public Disclosure Act (RCW 42.17). Includes initial requests, agency responses, and documentation related to appeals in cases in which access is denied.	Chief Executive or other Designated Administrative Office *(Final disposition plus 1 Year))*		

GENERAL RETENTION SCHEDULE for
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SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0103: LEGAL, LEGISLATIVE and PUBLIC AFFAIRS/DISCLOSURE
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0103.009	PUBLIC DISCLOSURE REPORT Report to the Public Disclosure Commission on lobbying by college/State Board Office personnel. May be the L-5 Report or a similar document serving the same purpose.	Chief Executive or other Designated Administrative Office *(End of legislative session, plus 4 Years)*	Public Disclosure Commission *(5 Years)*	
CT0103.010	RULES and REGULATIONS (WASHINGTON ADMINISTRATIVE CODE) Agency records of filings, hearings, justification statements, meeting tapes and other documents related to the development and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC).	Chief Executive's Office *(Until superseded plus 6 Years)*		• Archival

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-Mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0104 - AUDITS and EXAMINATIONS

- **Records of internal audits, State Auditor and SBCTC Examinations of college program and fiscal activities. Includes records pertaining to "whistleblower" investigative reports.**

- **CT0104 applies to Audit and Examination records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0104.001 through CT0104.004—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE for
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0104: AUDIT and EXAMINATION FILES	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0104.001	AUDITS (INTERNAL)—WORKING PAPERS and REPORTS Working files containing correspondence, memos, drafts, preliminary findings, notes, and other materials used in preparing an internal audit of a college's/SBCTC's programs or offices. May include copies of the final audit or examination report.	Chief Executive's, Business or other Designated Administrative Office *(3 Years)*		
CT0104.002	AUDITS (INTERNAL)—FINAL AUDIT OR EXAMINATION REPORT Final reports of internal audits or examinations.	Chief Executive's, Business or other Designated Administrative Office *(3 Years following:* • *Close of audit, or* • *Resolution of audit issues,* *whichever is longer)*		
CT0104.003	STATE AUDITOR'S and STATE BOARD REPORTS OF EXAMINATIONS College copies of the final reports of audits and examinations performed by the State Auditor's Office or by the State Board Office. NOTE: For retention periods applicable to Enrollment Audits, see Records Category CT0107—BUDGET and ALLOCATIONS—CAPITAL, OPERATING, and ENROLLMENT	Chief Executive's, Business or other Designated Administrative Office *(3 Years following:* • *Close of audit, or* • *Resolution of audit issues,* *whichever is longer)*		
CT0104.004	WHISTLEBLOWER INVESTIGATIVE REPORTS College/SBCTC copies of State Auditor's Office investigations of allegations or violations of state laws or regulations.	Chief Executive's, Business or other Designated Administrative Office *(Case closed plus 2 Years)*		

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-Mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0105 - PUBLIC INFORMATION, PUBLICATIONS and REPRODUCTION SERVICES

- **Records documenting college/SBCTC services for publication, printing, photo-duplication and other forms of document reproduction for large volume runs of publications and smaller quantities of documents for limited distribution.**
- **CT0105 applies to Public Information, Publications, and Reproduction Service records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0105.001 through CT0105.011—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

, SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0105: PUBLIC INFORMATION, PUBLICATION and REPRODUCTION SERVICES
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0105.001	BIOGRAPHICAL FILES	Public Information or other Designated Administrative Office *(Until administrative need is satisfied, then contact your regional Archivist)*		• Archival
CT0105.002	CAMERA-READY COPIES and PRINTING MASTERS Documents specifically prepared for use as the final printing master.	Public Information, Print Shop or other Designated Administrative Office *(2 Years)*		
CT0105.003	JOB FILES—DUPLICATION SERVICES Records of duplication services provided by outside vendors or by college copy services. Includes copy requests, production activity logs, copy machine activity logs, and related records.	Public Information, Print Shop or other Designated Administrative Office **[OPR]** - (*6 Years)*		
CT0105.004	JOB FILES--PUBLICATIONS Requests, orders, job descriptions and specifications, publication design records, sample job products and related records documenting jobs completed by a college's publication services unit. Includes estimates, material order sheet, proofs, samples, completed job reports, summary of costs, and related documentation.	Public Information/Print Shop or other Designated Administrative Office **[OPR]** - *(6 Years)*		
CT0105.005	JOB LOG A record of all work done by the printing and reproduction office for the fiscal year.	Public Information, Print Shop or other Designated Administrative Office *(Close of fiscal year plus 3 Years)*		

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

, SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0105: PUBLIC INFORMATION, PUBLICATION and REPRODUCTION SERVICES
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0105.006	NEWSLETTERS and BULLETINS—INTERNAL and EXTERNAL Internal and external newsletters and bulletins designed to provide information about college/system/SBCTC office activities.	Public Information or other Designated Administrative Office *(2 Years, then contact your regional Archivist)*		• Archival
CT0105.007	PHOTOGRAPHS/NEGATIVES, GRAPHICS and VISUAL RESOURCES Photographs, slides and other graphic materials used in publications, stored in the form of prints, negatives, transparencies, CD-ROM images or other formats	Public Information or other Designated Administrative Office *(Until administrative need is satisfied, then contact your regional Archivist)*		• Archival
CT0105.008	PRESS CLIPPINGS Newspaper articles or copies of articles about the college/State Board office programs, faculty/staff and/or students.	Public Information or other Designated Administrative Office *(Until administrative need is satisfied, then contact your regional Archivist)*		• Archival
CT0105.009	PRESS RELEASES Press or news releases issued by the college/State Board office to the media to inform the public about the institution, its instructional programs, events, activities, accomplishments, students and/or staff.	Public Information or other Designated Administrative Office *(Date of issue plus 2 years, then contact your regional Archivist)*		• Archival
CT0105.010	PUBLICATION and DUPLICATION SUBJECT FILES Records used to support the administration of college/SBCTC publication and duplication services. May include correspondence, memoranda, studies, reports, plans, operator's manuals, vendor materials, supply catalogs, and copies of internal policies and procedures pertaining to publication and duplication equipment, supplies and services.	Public Information or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0105.011	PUBLICATIONS	Public Information or other Designated Administrative		• Archival

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

, SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0105: PUBLIC INFORMATION, PUBLICATION and REPRODUCTION SERVICES
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	Provides a copy of all publications approved by the institution for either internal or external distribution. NOTE: For retention periods related to course catalogs, class schedules, flyers announcing special courses, etc., see Records Category CT0401—STUDENT RECORDS/STUDENT SUPPORT SERVICES.	Office • *1 Year, or* • *Until administrative need is satisfied, then contact your regional Archivist*		

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0106 - INSURANCE FILES

- **Records documenting college/SBCTC insurance files related to student athletic and health and accident insurance, property insurance, personal injury and OSHA/WISHA and property. Includes "waiver of liability" files.**
- **CT0106 applies to Insurance records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0106.001 through CT0106.010—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY: CT0106: INSURANCE FILES	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0106.001	INTERCOLLEGIATE ATHLETIC INSURANCE Provides a record (policies and related materials) of insurance coverage related to participation in intercollegiate activities.	Business or other Designated Administrative Office **[OPR]** -*(6 Years after:* • *termination of contract; or* • *resolution of claims,* *whichever is longer)*		
CT0106.002	INTERCOLLEGIATE ATHLETIC INSURANCE CLAIMS Provides a record of personal injury claims/legal actions brought against an institution as a result of participation in intercollegiate athletics. Includes copies of insurance claim, associated correspondence and record of final disposition.	Business or other Designated Administrative Office **[OPR]** -*(6 Years after action on claim is resolved)*		
CT0106.003	LIABILITY (PERSONAL INJURY) INSURANCE Provides a record (policy/policies and related materials) of an institution's liability (personal injury) coverage.	Business or other Designated Administrative Office **[OPR]** -*(6 Years after:* • *termination of contract; or* • *resolution of claims,* *whichever is longer)*		
CT0106.004	OSHA/WISHA CLAIMS - DEPARTMENT OF LABOR AND INDUSTRIES Provides a record on occupational injuries and illnesses as reported to the Department of Labor and Industries. Includes copies of claims, associated correspondence and record of final disposition.	Business or other Designated Administrative Office **[OPR]** -*(Claim resolved plus 6 Years)*		
CT0106.005	PERSONAL INJURY INSURANCE CLAIMS Provides a record of personal injury claims/legal actions brought against an institution. Includes copies of insurance claim, associated correspondence and record of final disposition.	Business or other Designated Administrative Office **[OPR]** -*(Claim resolved plus 6 Years)*		
CT0106.006	PROPERTY INSURANCE	Business or other Designated Administrative Office		

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY: CT0106: INSURANCE FILES
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	Provides a record (policies and related materials) of insurance coverage (fire, theft, damage, etc.) on facilities, equipment and vehicles not insured by the State.	**[OPR]** -*(6 Years after:* • *termination of contract; or* • *resolution of claims,* *whichever is longer)*		
CT0106.007	PROPERTY INSURANCE CLAIMS - BROUGHT AGAINST INSTITUTION Provides a record of property insurance claims/legal actions brought against an institution for damage to personal property. Includes copies of insurance claim, associated correspondence and record of final disposition.	Business or other Designated Administrative Office **[OPR]** -*(Claim resolved plus 6 Years)*		
CT0106.008	PROPERTY INSURANCE CLAIMS - FILED BY INSTITUTION Provides a record of claims/legal actions covering facilities, equipment and vehicles filed with the State and/or insurance carriers by an institution. Includes copies of claim filed, associated correspondence and record of final disposition.	Business or other Designated Administrative Office **[OPR]** -*(Claim resolved plus 6 Years)*		
CT0106.009	STUDENT HEALTH AND ACCIDENT INSURANCE Provides a record (policies and related materials) on student health and accident insurance coverage. The insurance is made available to students on a voluntary basis.	Business or other Designated Administrative Office **[OPR]** -*(6 Years after:* • *termination of contract; or* • *resolution of claims,* *whichever is longer)*		

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY: CT0106: INSURANCE FILES
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0106.010	WAIVER OF LIABILITY FILES Provides a record documenting the 'Waiving of Liability' for accidents, injuries, etc. incurred by students, employees, chaperones, and/or other participants in college sponsored activities.	Business or other Designated Administrative Office **[OPR]** -*(Activity is completed plus 6 Years)*		

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-Mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0107 - BUDGETS and ALLOCATIONS—OPERATING, CAPITAL and ENROLLMENT

- **Records documenting college/SBCTC operating, capital and enrollment budget and allocation files.**
- **CT0107 applies to Budget and Allocation records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0107.001 through CT0107.012—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0107: BUDGETS and ALLOCATIONS—CAPITAL, OPERATING and ENROLLMENT	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0107.001	ALLOTMENTS Allotment detail maintained in accordance with applicable OFM allotment instructions.	SBCTC Financial Services Division or other Designated Administrative Office *(End of Biennium plus 4 Years)*	College Business or other Designated Administrative Office *(End of Biennium plus 4 Years)*	
CT0107.002	CAPITAL BUDGET REQUESTS—DISTRICTS Provides a record of district capital project requests made to the SBCTC (including project description, justification and estimated costs). Used by SBCTC to develop a system request to the Office of Financial Management and the Legislature for new construction and remodeling of existing facilities .	SBCTC Capital Budget Office *(End of Biennium plus 4 Years)*	College/District President or other Designated Administrative Office *(End of Biennium plus 2 Years)*	
CT0107.003	CAPITAL PROJECT ANALYSIS FILE--SBCTC Provides a record of the analyses used in determining or describing (includes results) the district's capital budget requests. Used by the SBCTC to support the system's capital budget request.	SBCTC Capital Budget Office *(End of Biennium plus 4 Years)*		
CT0107.004	CAPITAL PROJECT REQUEST FOR THE COMMUNITY and TECHNICAL COLLEGE SYSTEM Provides a record of the Community and Technical College System's Capital Project Request made to the Office of Financial Management and the Legislature.	*SBCTC Capital Budget Office* *(End of Biennium plus 4 Years)*	Office of Financial Management and Legislature *(Office option)*	
CT0107.005	ENROLLMENT (INCLUDES TOLERANCE BANDS) ALLOCATIONS Provides documentation to support the allocating of FTEs to community and technical college districts.	SBCTC Enrollment Planning Office *(End of Biennium plus 4 Years)*		
CT0107.006	ENROLLMENT PLAN/REQUESTS ANALYSIS	SBCTC Enrollment Planning Office		

Approved by the State Records Committee: February 1998

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0107: BUDGETS and ALLOCATIONS—CAPITAL, OPERATING and ENROLLMENT	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	FILE—SBCTC Provides a record of the analyses used in determining or describing (includes results) the district's enrollment plans/requests.	*(End of Biennium plus 2 Years)*		
CT0107.007	ENROLLMENT PLANS/REQUESTS--DISTRICTS Provides a record of district enrollment plans and FTE requests made to the SBCTC (includes program plans to support FTE requests). Used by the SBCTC to support the development of system capital and operating budget requests.	SBCTC Enrollment Planning Office *(End of biennium plus 4 Years)*	District President or other Designated Administrative Office *(End of Biennium plus 2 Years)*	
CT0107.008	ENROLLMENT AUDIT FILES Provides a record on enrollment audits conducted at community and technical college campuses; includes findings and recommendations for improvement, if applicable. Used to support the enrollment planning and allocation functions of the SBCTC office.	SBCTC Enrollment Planning Office *(2 Years following:* • *End of biennium in which audit is conducted, or* • *Resolution of audit findings* *whichever is longer)*	District President or other Designated Administrative Office *(2 Years following receipt of audit findings/letter)*	
CT0107.009	OPERATING BUDGET ALLOCATIONS Provides documentation to support the allocating of appropriated funds to community and technical college districts.	SBCTC Operating Budget Office *(End of Biennium plus 2 Years)*		
CT0107.010	OPERATING BUDGET ANALYSIS FILES-SBCTC Provides a record of the analyses used in determining or describing (includes results) the district's operating budget requests. Used by the SBCTC to support the System Operating Budget Request.	SBCTC Operating Budget Office *(End of Biennium plus 2 Years)*		

GENRAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0107: BUDGETS and ALLOCATIONS—CAPITAL, OPERATING and ENROLLMENT	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0107.011	OPERATING BUDGET REQUEST FOR THE COMMUNITY and TECHNICAL COLLEGE SYSTEM Provides a record of the Community and Technical College System's Operating Budget Request made to the Office of Financial Management and the Legislature, including requests for FTE enrollments.	SBCTC Operating Budget Office *(End of Biennium plus 4 Years)*		
CT0107.012	OPERATING BUDGET REQUESTS--DISTRICTS Provides a record of district operating budget requests made to the SBCTC (may include requests for FTE growth). Used by the SBCTC to develop a system Operating Budget Request to the Office of Financial Management and the Legislature.	SBCTC Operating Budget Office *(End of Biennium plus 2 Years)*	District President or other Designated Administrative Office *(End of Biennium plus 2 Years)*	

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0108 - INFORMATION SERVICES and REPORTING

- **Records documenting college/SBCTC computer services, computer system management, and computer network management.**
- **CT0108 applies to Information Services and Reporting records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0108.001 through CT0108.044—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0108: INFORMATION SERVICES and REPORTING	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0108.001	AUDIT TRAIL FILES Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle.	Designated Administrative Office *(After 3 Back-up Cycles)*		
CT0108.002	COMPUTER RUN SCHEDULING RECORDS Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Designated Administrative Office *(30 Days)*		
CT0108.003	COMPUTER USAGE FILES Electronic files or automated logs created to monitor computer system usage—including but not limited to—log-in field system usage files, charge-back files, data entry logs, and records of individual computer program usage.	Designated Administrative Office *(1 Year, then destroy)*		
CT0108.004	DATA DOCUMENTATION Records created during systems development or modification and used to access, retrieve or manipulate data. Data documentation may include—but is not limited to—data element dictionaries, file layouts and code books.	Designated Administrative Office *(2 Years following:* • *Completion of Project and,* • *Disposition or transfer of data to New Operating Environment)*		
CT0108.005	DATA or DATABASE DICTIONARY REPORTS Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes.	Designated Administrative Office *(Until superseded)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0108: INFORMATION SERVICES and REPORTING
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0108.006	DATA PROCESSING OPERATING PROCEDURES Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of a data processing operation.	Designated Administrative Office *(Retain current Plus 2 previous generations)*		
CT0108.007	DESTRUCTION (SCRATCH) REPORTS Records documenting the destruction of electronic files stored in a tape library.	Designated Administrative Office • *(1 Year, or* • *Until superseded* *whichever is longer*		
CT0108.008	DISASTER PREPAREDNESS and RECOVERY PLANS Records relating to the protection and re-establishment of data processing services in the case of a disaster.	Designated Administrative Office *(Until superseded)*		• Essential
CT0108.009	FINDING AIDS, INDEXES and TRACKING SYSTEMS Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records.	Designated Administrative Office *(Until Indexed data is destroyed or superseded)*		
CT0108.010	HELP DESK TELEPHONE LOGS and REPORTS Documentation of requests for technical assistance and responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.	Designated Administrative Office *(1 Year)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0108: INFORMATION SERVICES and REPORTING
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0108.011	INPUT DOCUMENTS Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the original records have been retained by the program unit.	Designated Administrative Office *(Until administrative need is satisfied)*		
CT0108.012	NETWORK CIRCUIT INVENTORIES Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other elevant information.	Designated Administrative Office *(Until Circuit is no longer in use)*		
CT0108.013	NETWORK IMPLEMENTATION PROJECT FILES Records used to plan and implement a network. Includes reports, justifications, working diagrams or proposed network, wiring schematics, diagrams, bids, correspondence, and other related documentation.	Designated Administrative Office *(Until superseded)*		
CT0108.014	NETWORK or CIRCUIT INSTALLATION and SERVICE FILES Documentation of data communication service, installation or repair, including work orders, correspondence, memoranda, work schedules, copies of building and circuit diagrams, and copies of related fiscal records.	Designated Administrative Office *(1 Year after action)*		
CT0108.015	NETWORK USAGE FILES Electronic files or automated logs created to monitor network usage—including but not limited to—log-in records, and system usage files.	Designated Administrative Office *(After 3 Backup Cycles)*		
CT0108.016	NETWORK USAGE REPORTS	Designated Administrative Office		

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0108: INFORMATION SERVICES and REPORTING	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	Summary reports and other records created to document computer network usage for reporting or other purposes.	*(1 Year)*		
CT0108.017	OPERATING SYSTEM and HARDWARE CONVERSION PLANS Records relating to the replacement of equipment or computer operating systems.	Designated Administrative Office *(Successful conversion Plus 1 Year)*		• Essential
CT0108.018	PRINT FILES NOT USED TO DOCUMENT A TRANSACTION Source output data extracted from a system to produce hard copy publications, printouts of tabulations, ledgers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions.	Designated Administrative Office • *(Until all print runs are completed, and* • *Output has been verified)*		
CT0108.019	PROGRAM LISTING and SOURCE CODE Automated program code which generates the machine language instructions used to operate an automated information system.	Designated Administrative Office *(3 Update cycles after code is:* • *Modified or* • *Replaced.* *NOTE: Destroy 1 Year after discontinuance of system,* ***but not before*** *system data is destroyed or transferred to new operating environment).*		• Essential
CT0108.020	SITE and EQUIPMENT SUPPORT FILES Records documenting support services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories, and related correspondence and memos.	Designated Administrative Office **[OPR]** - *Disposition of equipment Plus 6 Years)*		
CT0108.021	SOFTWARE REVIEW FILES Records related to the review and recommendation of	Designated Administrative Office *(Until software is no longer in use)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.			RECORD CATEGORY—CT0108: INFORMATION SERVICES and REPORTING	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	software for agency use, including vendor information, manuals, software reviews, and related materials.			
CT0108.022	SUMMARY COMPUTER USAGE REPORT Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes.	Designated Administrative Office *(1 Year)*		
CT0108.023	SUMMARY OF EXTRACTED DATA FILES Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support specific program needs.	Designated Administrative Office *(Until data is distributed)*		
CT0108.024	SYSTEM and DATABASE BACKUP FILES Copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss. Includes records of the location and status of backup copies.	Designated Administrative Office *(3 Backup Cycles, then destroy)*		• Essential
CT0108.025	SYSTEM DOCUMENTATION Records documenting the use, operation and maintenance of automated information systems—including but not limited to—user manual, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems.	Designated Administrative Office • *(Until data is migrated to a New System, and* • *Hardware or software is discontinued)*		• Essential

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CT0108.026	SYSTEM SPECIFICATIONS User and operational documentation describing system operations including—but not limited to—system documentation records, user guides, system flowcharts, and input-output specifications.	Designated Administrative Office *(2 Years following:* • *Completion of Project and,* • *Disposition or transfer of data to New Operating Environment)*		• Essential
CT0108.027	SYSTEM USERS ACCESS FILES Electronic or textual records created to control or monitor individual access to a system and its data. Created for security purposes—including but not limited to—user account records, security logs and password files.	Designated Administrative Office *(Last access Plus 2 Years, then destroy)*		
CT0108.028	SYSTEMS and APPLICATIONS DEVELOPMENT Records created and used to develop, redesign or modify an automated system or application, including—but not limited to—user requirements, status reports and correspondence.	Designated Administrative Office *(2 Years following:* • *Completion of Project and,* • *Disposition or transfer of data to New Operating Environment)*		
CT0108.029	TECHNICAL PROGRAM DOCUMENTATION Paper copy of program code, flowchart, maintenance log, system change notices, and other records documenting modifications to computer programs.	Designated Administrative Office *(2 Years following:* • *Completion of Project and,* • *Disposition or transfer of data to New Operating Environment)*		
CT0108.030	TEST DATA BASE FILES Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Designated Administrative Office *(Until acceptance of test results)*		

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CT0108.031	TRAINING COURSE INFORMATION Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	Designated Administrative Office *(Until superseded or obsolete)*		
CT0108.032	VALID TRANSACTION FILES Records used to update and/or document a transaction in a database or master file—including but not limited to—valid transaction files, DBMS files, and similar records. These records are not retained to document a program unit action or for audit purposes.	Designated Administrative Office *(After 3 Backup Cycles)*		
CT0108.033	WORK or INTERMEDIATE FILES Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.	Designated Administrative Office *(Completion of Transaction)*		
CT0108.034	ACADEMIC YEAR and FALL QUARTER REPORT (PRODUCED BY THE SBCTC) Provides statistical summaries on student, course, personnel, and financial characteristics at Washington's community and technical colleges for an academic year.	SBCTC Information Services and Enrollment Planning Office *(10 Years)* *NOTE: 1 Copy must be forwarded to the State Library and the State Archives)*	State Library *(Permanent)* Community and Technical Colleges *(College option)*	• Archival

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CT0108.035	AD HOC QUERY REPORTS ACCESSING MIS DATA BASES Provides a record of computer generated reports specially designed to meet a particular need in analyzing or displaying data that is different from existing reports.	Office requesting, designing and/or using the reports. *(Until administrative need is satisfied)*		
CT0108.036	COURSE REPORTS (MIS-2) - FINAL REPORTS FOR EACH QUARTER and ACADEMIC YEAR Provides a summary on courses taught, i.e. source of funds, time/location, institutional intent categories, FTE students, FTE faculty, etc. at each community and technical college for Summer, Fall, Winter and Spring Quarters and the Academic Year.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(10 Years)*	
CT0108.037	FACILITIES, LAND and EQUIPMENT REPORTS—FINAL REPORT FOR EACH QUARTER Provides a summary on facilities, land and equipment—the fixed assets of the community and technical college system for Summer, Fall, Winter and Spring Quarters.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(3 Years)*	
CT0108.038	FEDERAL REPORTS Provides summary data to meet U.S. Department of Education requirements for reporting on all post-secondary institutions.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(10 Years)*	

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CT01080.39	FINANCE REPORTS The MIS for finance provides five year-end management reports on expenditures and revenues, process, periodic reports on payroll expense distribution, tapes for the Office of Financial Management and an on-line data base.	SBCTC Financial Services Division *(10 Years)*	Community and Technical College Districts *(10 Years)*	
CT0108.040	MIS REPORTING REQUIREMENTS Provides documentation pertaining to specific data elements on students, courses, vocational students, staff, fixed assets, and finance needed to report Washington community and technical college statistics.	SBCTC Information Services and Enrollment Planning Office *(Until Superseded Plus 4 Years)*	Community and Technical College Districts *(Until superseded; College option)*	• Archival
CT0108.041	OFM STUDENT REPORTS - FINAL REPORTS FOR EACH QUARTER and ACADEMIC YEAR Provides a summary on characteristics of students as specified by the Office of Financial Management for Summer, Fall, Winter and Spring Quarters and the Academic Year.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(10 Years)*	
CT0108.042	STAFF REPORTS - FINAL REPORTS FOR EACH QUARTER and ACADEMIC YEAR Provides a demographic data summary on faculty and administrators and classified staff by community and technical college district for Summer, Fall, Winter and Spring Quarters and the Academic Year.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(10 Years)*	

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CT0108.043	STUDENT ENROLLMENT REPORTS (MIS-1_- FINAL REPORTS FOR EACH QUARTER AND ACADEMIC YEAR Provides a summary on characteristics of students, i.e. age, gender, ethnicity, fee-pay status, etc. in Washington's community and technical colleges for Summer, Fall, Winter and Spring Quarters and the Academic Year.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(10 Years)*	
CT0108.044	VOCATIONAL and STUDENT FOLLOW-UP (MIS-4) - FINAL REPORTS FOR EACH QUARTER and ACADEMIC YEAR Provides a summary on student vocational enrollments for Summer, Fall, Winter and Spring Quarters and the Academic Year.	SBCTC Information Services and Enrollment Planning Office *(10 Years)*	Community and Technical College Districts *(10 Years)*	

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0109 - SAFETY and SECURITY FILES

- **Records documenting college/SBCTC files on accidents/injuries, incident complaints (i.e. vandalism, theft, etc.), found property, impound records, issuing of building keys, vehicle registrations, parking citations, etc.**

- **CT0109 applies to Safety and Security records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0109.001 through CT0109.008—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.	RECORD CATEGORY—CT0109: SAFETY and SECURITY FILES

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0109.001	ACCIDENT/INJURY REPORTS—EMPLOYEES (NON-RECORDABLE CASES) Provides a record on minor accidents to employees. Includes employee name, nature of accident and actions taken.	Designated Administrative Office *(6 Years)*	Department of Labor and Industries	
CT0109.002	ACCIDENT/INJURY REPORTS—EMPLOYEES (RECORDABLE CASES) Provides a record on every occupational death, non-fatal occupational illness and non-fatal occupational injury incurred by faculty, staff, and/or student employees which involve one or more of the following: • loss of consciousness; • restriction of work or motion, transfer to another job; or • medical treatment beyond first aid.	Designated Administrative Office *(6 Years following:* • *Filing of report, or* • *Resolution of claims/litigation* *whichever is longer)*	Department of Labor and Industries	
CT0109.003	ACCIDENT/INJURY REPORTS—STUDENTS and VISITORS Provides a record of accidents and injuries to students or visitors. Includes student's/visitor's name, description of accident and resulting injuries, date, time, place and actions taken.	Campus Safety and Security or other Designated Administrative Office *(6 Years following:* • *Filing of report, or* • *Resolution of claims/litigation* *whichever is longer)*		
CT0109.004	BUILDING KEY RECORDS Provides a record on the number of keys issued to employees of the college/SBCTC. Includes name, date issued and key access.	Campus Safety and Security or other Designated Administrative Office *(Key Returned plus 2 Years)*		

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0109.005	IMPOUND RECORDS Provides a record on the impounding of property. Includes reason for impounding, description of the property, date and time of impound and other appropriate data pertaining to ownership identification and final disposition of property.	Campus Security *(Article cleared from custody plus 3 Years)*		
CT0109.006	INCIDENT/COMPLAINT REPORT Provides a detailed record of incidents, i.e. theft, vandalism, damage, etc. in—or to—the college's/SBCTC's facilities; includes actions taken. May be used as documentation to support court proceedings, investigations, insurance and tort claims, etc.	Designated Administrative Office *((6 Years following* • *Filing of report, or* • *Resolution of claims/litigation* *whichever is longer)*	Campus Security Office *(Until administrative need is satisfied)*	
CT0109.007	PROPERTY FILES—FOUND Provides documentation to support the finding and disposition of non-state properties.	Campus Security *(2 Years)*		
CT0109.008	VEHICLE REGISTRATION CARDS/FILES Provides a record of faculty, staff and student registration for parking on campus.	Campus Security *(End of academic year plus 2 Years)*	Registrar's Office *(1 Year)*	

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0110 - E-MAIL

- **Electronic mail is primarily a communication system. E-mail messages *may* constitute public record material with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of college/public business and retained as evidence of official policies, actions, decisions or transactions. E-mail which has valuable informational content may also be a public record. E-mail message which are public records must be identified and retained just like records in other formats.**

- **CT0110 applies to E-mail records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0110.001 through CT0110.002—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.				RECORD CATEGORY—CT0110: E-MAIL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0110.001	ELECTRONIC MAIL (E-MAIL) MESSAGES WHICH ARE USUALLY PUBLIC RECORDS • Policy and Procedure Directives • Correspondence or memoranda related to official public business • Agendas and minutes of meetings • Documents related to legal or audit issues • Messages which document agency actions, decisions, operations and responsibilities • Documents that initiate, authorize or complete a business transaction • Drafts of documents that are circulated for comment or approval • Final reports or examinations • Appointment calendars • E-mail distribution lists • Other messages sent or received that relate to the transaction of college/SBCTC/state government business.	Originating Office *(Retention must correspond to like records in other formats)*		• Archival • Possibly Essential—see disposition instructions for like records in other formats.

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0110.002	ELECTRONIC MAIL (E-MAIL) MESSAGES USUALLY **NOT** PUBLIC RECORDS • Personal messages and announcements not related to official business • Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins • Phone message slips that do not contain information that may constitute a public record • Copies of published materials • Duplicate copies • Preliminary drafts • Requests for information (but not Public Disclosure Requests) • Routing slips • Transmittal memos	Originating Office *(Until administrative need is satisfied)*		

Approved by the State Records Committee: February 1998

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0111 - TELECOMMUNICATIONS

- **Records documenting the administration of telecommunications services provided to colleges and the State Board Office.**
- **CT0111 applies to Telecommunication records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0111.001 through CT0111.004—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0111.001	DEPARTMENT OF INFORMATION SERVICES (DIS) CUSTOMER SERVICE AGREEMENT Documentation for customer Agreement contracts with the Department of Information Services. Includes service estimates and contract amendments.	Business/Finance or other Designated Administrative Office **[OPR]** - *(Final payment on contract plus 6 Years)*		• Essential
CT0111.002	SCAN ACCOUNT DETAIL REPORT Listings of telephone activity by each SCAN account. Shows name of account holder, number called, distance, time spent, and SCAN charges. The "Official Copy" may be the college/SBCTC's master copy of the billing or the employee copies, signed by the employee and filed in the agency accounting office.	Business/Finance or other Designated Administrative Office **[OPR]** - *(6 Years)*		
CT0111.003	SCAN SYSTEM AUTHORIZATION REQUESTS Requests by colleges/SBCTC for assignment, changes in assignment, changes in authorization levels, or cancellation of SCAN remote access. Includes related correspondence and memoranda in addition to the SCAN requests.	Originating Office *(After request is approved or denied, destroy)*		
CT0111.004	TELECOMMUNICATIONS SERVICE AND ORDER REQUESTS Requests by college/SBCTC to the Department of Information Services or other service providers for telephone service, installation or repairs, and responses to the requests. Includes requests for voice mail, network and data circuit services, and other telecommunications services.	Originating Office *(1 Year)*		

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Records Category: CT0112 - RECORDS and FORMS MANAGEMENT

- **Records Management Operating records generated in the operation of a college's/SBCTC's records management program documenting the creation, management, flow and disposition of state government records in accordance with state records management laws, policies, procedures and practices. Includes requests for microfilm services.**

- **Forms Management records document college/SBCTC effort to control and standardize form creation and design, and to monitor the use of forms.**

- **CT0112 applies to Records and Forms Management records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies that are produced for informational purposes only may be discarded when no longer needed.**

CT0112.001 through CT0112.011—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0112.001	DISPOSITION NOTICES A record of the disposition of college/State Board office records through transfer to the State Records Center, State Archives, or destruction in-house. May include memoranda concerning the disposition of the records, State Records Center Destruction lists, or other documentation showing the date that a record was either transferred out the custody of the office of origin or destroyed.	Records Officer or other Designated Administrative Office *(Disposition plus 6 Years)*		
CT0112.002	MICROFILM SERVICES Documentation of services between colleges/State Board office and microfilm service bureaus (including the State Microfilm Bureau). Includes requests for service, interagency agreements, and contracts itemizing labor and material costs of microfilming records.	Designated Administrative Office **[OPR]** - *(6 Years after:* • *Provision of service; or* • *Termination of contract,* *whichever is longer)*		
CT0112.003	RECORDS MANAGEMENT POLICIES and PROCEDURES Policies and procedures developed by the community and technical college system and the Division of Archives and Records Management pertaining to the maintenance of records management programs.	SBCTC Records Officer *(Superseded plus 2 Years)*		• Essential

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0112.004	RECORDS MANAGEMENT PROGRAM SUBJECT FILES Records used to support the administration of the college/State Board office records management program. May include management plans, surveys, reports, correspondence with program units, the Division of Archives and Records Management and other state agencies, articles, training materials, information booklets and brochures, program announcements, and related records.	Records Management Officer *(Administrative purpose served plus 2 Years)*		
CT0112.005	RECORDS RETENTION SCHEDULE, and RECORDS MANUAL MANAGEMENT MANUAL— COMMUNITY and TECHNICAL COLLEGE SYSTEM Used to provide for the legal disposition of records. Provides detailed information on the records used throughout the community and technical college system including record series title, function, retention period, final disposition, and archival status. The Division of Archives and Records Management has responsibility for the most important copy.	Archives and State Board Office • *((Superseded, or* • *Last record disposed of,* *plus 1 Year)*	District/Campus Records Officer *(Superseded plus 1 Year)*	• Essential
CT0112.006	RETURN OF RECORDS FROM THE STATE RECORDS CENTER—REQUESTS FOR A record of state agency requests for the return of records from the State Records Center. The State Records Center retains the most important copy.	State Records Center *(Completion of the Transaction then destroy)*	Records Officer *(Completion of the transaction)*	

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0112.007	TRANSMITTAL OF RECORDS College/State Board office-generated list of records transferred to off-site storage at the State Records Center, the State Archives, or elsewhere. Includes essential records, electronic records, and any other material defined as a "public record" under state law. The Division of Archives and Records Management maintains the most important copy.	**[ORR]** - Archives *(Final disposition of Records plus 6 Years)*	Office of Record and Records Officer *(Final disposition of records; then destroy)*	
CT0112.008	FORMS HISTORY FILES Records created to control the creation, design, use and revision of college/State Board office forms. Includes initial requests for forms, purpose of form, expected usage, copies of the original form and revisions, and related documentation.	Designated Administrative Office *(Life of form plus 2 Years)*		
CT0112.009	FORM ORDER REQUESTS Documentation of the printing of forms. Includes authorizations for the expenditure of funds.	Designated Administrative Office **[OPR]** - *(Date ordered plus 6 Years)*		
CT0112.010	FORMS INVENTORY FILE Inventories of stocks of forms on hand.	Designated Administrative Office *(Until superseded or obsolete, then destroy)*		
CT0112.011	FORMS MANAGEMENT PROGRAM SUBJECT FILES Records supporting the administration of an agency forms management program. May include correspondence, memoranda, reports, guidelines, articles, vendor information, sample forms, copies of internal policies and procedures, and other documents related to forms design, management and control.	Designated Administrative Office *(Administrative purpose served plus 2 Years)*		

Schedule Title: CT01 - DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT: Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board Office. Thirteen record categories are included in Schedule CT01; they are: CT0101—Executive Level Administrative Records; CT0102—College/SBCTC General Office Operations; CT0103—Legal, Legislative and Public Affairs/Disclosure Files; CT0104—Audits and Examinations; CT0105—Public Information, Publication and Reproduction Services; CT0106—Insurance Files; CT0107—Budget and Allocations - Operating, Capital and Enrollment; CT0108—Information Services and Reporting; CT0109—Safety and Security Files; CT0110—E-mail; CT0111—Telecommunications; CT0112—Records and Forms Management; and CT0113—Non-Record Materials.

Records Category: CT0113 - NON-RECORD MATERIALS

- **Materials which have no administrative, legal, fiscal or archival requirement for their retention. May be discarded when no longer needed.**

CT0113.001—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT01: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT - Includes those office functions that provide operational support to the internal and external administration of the district, campus, and State Board.	RECORD CATEGORY—CT0113: NON-RECORD MATERIALS

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0113.001	Materials which have no administrative, legal, fiscal or archival requirement for their retention: ▪ Personal messages and announcements not related to business ▪ Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins ▪ Phone message slips that do not contain information ▪ Copies of published materials ▪ Duplicate copies ▪ Preliminary drafts ▪ Requests for information (does not include Public Disclosure Requests) ▪ Routing slips ▪ Transmittal memos ▪ Published reference materials ▪ Stocks of publications ▪ Reservations and confirmations ▪ Copies of inter- or intra-agency memos, bulletins or directives of a general informational and non-continuing nature ▪ Routine college admission letters	Any Office *(Until administrative need is satisfied)*		

Approved by the State Records Committee: February 1998

Schedule Title: CT02 - PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.). Two record categories are included in Schedule CT02; they are: CT0201—Personnel; and CT0202—Payroll.

Records Category: CT0201 - PERSONNEL

- **Records of college/SBCTC employee's showing name, title/position held, division assignment, salary, changes of employment status, attendance, leaves, performance evaluations, and such other information as may be necessary for the administration of regulations. Personnel and payroll records shall be open to the inspection of the Washington Department of Personnel, State Auditor, and the Director of Personnel or designees. Includes affirmative action, ADA accommodations, and training files.**

- **CT0201 applies to Personnel records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0201.001 through CT0201.038—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).			RECORD CATEGORY—CT0201: PERSONNEL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.001	ACCOMMODATIONS FILE Documentation of the provision of reasonable accommodations provided by the college/State Board office in order to meet the requirements of 'reasonable accommodations' for employees with special needs. NOTE: For retention period related to requests for accommodations from students, see CT0401—STUDENT RECORDS and SUPPORT SERVICES.	Designated Administrative Office *(Termination of employment, plus 6 years)*		
CT0201.002	AFFIRMATIVE ACTION ANNUAL REPORTS Annual workforce reports and personnel utilization analysis reports showing progress on affirmative action goals.	Personnel or other Designated Administrative Office *(Close of Calendar Year plus 6 Years, then transfer to regional Archives)*		• Archival
CT0201.003	AFFIRMATIVE ACTION COMPLAINTS/SUITS Provides a record of affirmative action complaints brought against an institution by applicants not hired for positions. Documents nature of complaint and its resolution.	Personnel, Payroll or other Designated Administrative Office *(Resolution of complaint plus 6 Years)*		
CT0201.004	AFFIRMATIVE ACTION JOB ANNOUNCEMENT MAILING LIST Provides a listing of names and addresses of affirmative action agencies that receive notification of job vacancies.	Personnel or other Designated Administrative Office *(Until superseded)*		
CT0201.005	AFFIRMATIVE ACTION MASTER POSITION FILE Provides a record of job vacancy listings, copies of position announcements, applicants, their ratings and person hired.	Personnel or other Designated Administrative Office *(3 Years after:* • *filling position ;or* • *resolution of claims,* *whichever is longer)*		
CT0201.006	AFFIRMATIVE ACTION PLANS, POLICIES and	Personnel or other Designated Administrative Office		• Archival

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0201: PERSONNEL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	PROCEDURES—COLLEGE/SBCTC Plans developed by colleges and the State Board office to fulfill affirmative action goals. Includes policy statements and college/State Board office procedures.	*(Until superseded plus 6 Years, then transfer to regional Archives)*		• Essential
CT0201.007	AFFIRMATIVE ACTION SUBJECT FILES Correspondence, memoranda, copies of reports, articles, copies of publications and related documentation used in the administration of an affirmative action program.	Personnel or other Designated Administrative Office *(Administrative purpose served plus 2 Years)*		
CT0201.008	APPEALS FILES—WASHINGTON DEPARTMENT OF PERSONNEL Provides a record of Department of Personnel (DOP) determinations in appeals made by classified personnel regarding actions such as reclassifications, terminations, etc. May include appeal application, responses, legal actions, correspondence and other related documentation needed to satisfy DOP and college/SBCTC requirements.	Personnel or other Designated Administrative Office *(Final determination plus 2 Years)*		
CT0201.009	APPLICANT FLOW DATA FILE Summarizes racial/gender/ethnic make up of applicants for positions and impact of the process. Information is used for annual affirmative action reports.	Personnel, Payroll or other Designated Administrative Office *(3 Years after:* • *filling position ;or* • *resolution of claims,* *whichever is longer)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0201: PERSONNEL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.010	APPLICATION FILES—CLASSIFIED STAFF--NOT HIRED Documents applicants for vacancies whose names were not placed on a register.	Personnel or other Designated Administrative Office *(Position filled plus 2 Years)*		
CT0201.011	APPLICATIONS—FACULTY and EXEMPT - NOT HIRED Documents application, resume, letters of recommendation, and correspondence on applicants for faculty and exempt positions who were not hired.	Personnel or other Designated Administrative Office *Position filled plus 2 Years*		
CT0201.012	EMPLOYEE FILES - FACULTY Documentation related to an instructor's community or technical college employment history, including: application, resume, position held, department/division assigned, salary and other terms and conditions of employment, leave reports including sabbatical leave granted, letters of recommendation and resignation, tenure/promotion, vocational certificates, pre-approval and documentation of completed course work/seminars for professional improvement credits/units, copies of transcripts, retirement and insurance records, memoranda and correspondence and other documents as may be necessary for the administration of regulations and/or institutional policy and terms of negotiated collective bargaining agreements.	Personnel Office *(Termination of employment plus 6 Years* ***UNLESS*** *'Payroll' records are included which could verify length of service, salary paid, contributions made to retirement, deferred compensation, etc. If these kinds of 'Payroll' records are part of the employee's file, then the required retention is "Termination of employment plus 50 Years)*		• Essential

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0201: PERSONNEL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.013	EMPLOYEE FILES - STAFF—INCLUDES TEMPORARY EMPLOYEES Documentation related to an employee's community or technical college employment history, including: application, resume, position held, office/division assigned, salary and other terms and conditions of employment, attendance and leave reports, letters of recommendation and resignation, staff training records, copy of personal services contract and/or other salary contract, retirement and insurance records, memoranda and other correspondence as may be necessary for the administration of regulations and/or institutional policy.	Personnel or other Designated Administrative Office *(Termination of employment plus 6 Years* ***UNLESS*** *'Payroll' records are included which could verify length of service, salary paid, contributions made to retirement, deferred compensation, etc. If these kinds of 'Payroll' records are a part of the employee's file, then the required retention is "Termination of employment plus 50 Years)*		• Essential
CT0201.014	<u>EMPLOYEE RULES and REGULATIONS</u> <u>Rules and regulations adopted by colleges/SBCTC to govern the behavior of their employees.</u>	Personnel or other Designated Administrative Office *(Until superseded plus 6 Years)*		• Essential
CT0201.015	<u>EMPLOYMENT INQUIRIES</u> Documents unsolicited inquiries and applications.	Personnel or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0201.016	<u>EMPLOYMENT PROGRAM RECORDS—SPECIAL PROGRAMS (i.e. CETA, WIN, etc.)</u> Program description and copies of applications required for evaluation of CETA, WIN, etc. employees; may include applications, interview records, employment documentation and correspondence relative to these programs.	Personnel or other Designated Administrative Office *(6 Years following:* • *Termination of contract; or* • *Satisfaction of retention period stated in contract, whichever is longer)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0201: PERSONNEL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.017	EMPLOYMENT RECORDS--TUTORS Provides a record on tutors employed by a college. May include application, terms and conditions of employment, tutor evaluation survey, etc.	Personnel, Payroll or other Designated Administrative Office • *Termination of employment plus 6 Years) or* • *As required by provisions of the program whichever is longer*		• Essential
CT0201.018	EMPLOYMENT REGISTER FILE—CLASSIFIED Provides information on qualified prospective candidates for employment. Selected information entered on Civil Service Register. Includes Application for Employment, Application Supplemental Forms, and Job Element Rating Sheet, scores, certification activity, etc.	Personnel Office *(Date register expires plus2 Years)*		
CT0201.019	EVALUATIONS - NON-FACULTY EMPLOYEES Provides a record of an employee's work performance at a community or technical college.	Personnel or other Designated Administrative Office *(Completion of Evaluation plus 3 Years)*		
CT0201.020	EVALUATIONS—FACULTY Provides a record of evaluation materials from students and others on faculty members.	Personnel or other Designated Administrative Office • *(Completion of Evaluation plus 3 Years;* • *according to terms of a negotiated collective bargaining agreement; or* • *according to institutional policy whichever is longest)*		
CT0201.021	GRIEVANCE FILES (DOES NOT INCLUDE AFFIRMATIVE ACTION COMPLAINTS) Provides a record on grievances brought against the institution by employees (classified, exempt, faculty). May include complaints, college/agency responses and decisions. May also include related correspondence, filings and records of appeals.	Personnel or other Designated Administrative Office • *Resolution of Case plus 6 Years* • *As required by institutional policy; or* • *As required by terms of a negotiated agreement, whichever is longest)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).			RECORD CATEGORY—CT0201: PERSONNEL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.022	HOLIDAY SCHEDULE—CLASSIFIED/ADMINISTRATIVE Provides a listing of all approved paid holidays to be taken by classified and administrative employees each calendar year.	Personnel or other Designated Administrative Office *(Close of Calendar Year)*		
CT0201.023	JOB ANNOUNCEMENT RECORD Documents the advertisement and/or publication of competitive and/or promotional positions.	Personnel, Payroll or other Designated Administrative Office *(Position filled plus 2 Years)*		
CT0201.024	JOB ELEMENT EXAMINATION Documents the description and rating scales of specific job elements associated with position descriptions for employment.	Personnel, Payroll or other Designated Administrative Office *(1 Year after being superseded)*		
CT0201.025	PERSONNEL REQUESTS Documents administration and budgetary approval to fill positions; includes proper title, salary and classification of requested position and approval to fill. A copy may be placed in an employee's personnel folder when position is filled.	Personnel or other Designated Administrative Office *(3 Years following the end of the fiscal year)*		
CT0201.026	POSITION DESCRIPTIONS - CLASSIFIED Provides a record describing the duties associated with classified staff in higher education.	Personnel, Payroll or other Designated Administrative Office *(Until superseded)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).			RECORD CATEGORY—CT0201: PERSONNEL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.027	POSITION DESCRIPTIONS - FACULTY and ADMINISTRATIVE EXEMPT Provides a record of the description of duties ascribed to faculty and administrative exempt employees, i.e. Presidents, Deans, Associate Deans, Program Chairs, etc. at colleges and Executive Director, Associate Directors, Assistant Directors, etc. at the State Board Office.	Personnel, Payroll or other Designated Administrative Office *(Until superseded)*	Other Offices *(Office option)*	
CT0201.028	REDUCTION IN-FORCE FILES Documentation of reduction-in-force actions taken by a community/technical college or the State Board Office. Provides a record of the process and its implementation, deliberations, decisions and actions taken and other documentation deemed necessary relative to reduction in-force actions.	Personnel or other Designated Administrative Office • *Conclusion of any Action Pending plus 6 Years or* • *As required by terms of a collective bargaining agreement,* *whichever is longer*		• Essential
CT0201.029	REDUCTION-IN-FORCE PLANS Policies and procedures pertaining to Reduction-In-Force Actions.	Personnel or Other Designated Administrative Office *(Until superseded plus 6 Years)*		• Essential
CT0201.030	SEARCH COMMITTEE FILES - ADMINISTRATIVE EXEMPT Typically includes position description/application, correspondence/resumes, references, and committee recommendations.	Personnel or other Designated Administrative Office *(3 Years after:* • *filling position ;or* • *resolution of claims,* *whichever is longer)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0201: PERSONNEL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0201.031	SEARCH COMMITTEE FILES - CLASSIFIED Typically includes position description/application, correspondence/resumes, references, and committee recommendations.	Personnel or other Designated Administrative Office *(3 Years after:* • *filling position ;or* • *resolution of claims,* *whichever is longer)*		
CT0201.032	SEARCH COMMITTEE FILES - FACULTY Typically includes position description/application, correspondence/resumes, references, and committee recommendations.	Personnel or other Designated Administrative Office *(3 Years after:* • *filling position ;or* • *resolution of claims,* *whichever is longer)*		
CT0201.033	SICK LEAVE - PAYMENT OF SICK LEAVE NOT USED Documents employee's request of payment for unused sick leave (sick leave 'buyout' program). Selected data transferred to appropriate reports.	Personnel, Payroll or other Designated Administrative Office *(Termination of Employment plus 6 Years)*		
CT0201.034	TRAINING HISTORY FILES Records of an employee's training history including employee's request for training funds—includes tuition reimbursement records—courses registered for and completed, course completion dates and action/s taken regarding distribution of funds.	Personnel or other Designated Administrative Office *(Termination of employment plus 6 Years)*	Other Offices *(Office option)*	
CT0201.035	TRAINING/PROFESSIONAL DEVELOPMENT ACTIVITIES—FACULTY Provides a record of faculty activities needed to satisfy contract and increment requirements. Includes professional development credit/unit records, professional growth records and related documentation such as copies of transcripts, etc. Copies may be placed in the Faculty Personnel Folder.	Personnel or other Designated Administrative Office *(As:* • *Needed by administration to determine salary requirements; or* • *Required by terms of a collective bargaining agreement,* *whichever is longer)*		
CT0201.036	TRAINING—COURSE INFORMATION RECORDS	Personnel or other Designated Administrative Office		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0201: PERSONNEL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	Memoranda, flyers, announcements, catalogs, and other records related to specific training courses including information on course content, program registration, instructor, credits and hours.	*(Until superseded)*		
CT0201.037	TRAINING—COURSE REGISTRATION PROCESSING RECORDS Employee applications and enrollment records. Includes employee data forms, course applications, supervisor and training officer authorizations and rosters of registrants.	Personnel or other Designated Administrative Office *(Course completed plus 3 Years)*		
CT0201.038	UNEMPLOYMENT CLAIMS RECORDS Provides a record on notices received from Employment Security (ES) about the separation of an employee from the college/SBCTC. Includes copies of correspondence between ES and the college/SBCTC, notification of appeals and resolution of claim.	Personnel, Payroll or other Designated Administrative Office *(Resolution of claim plus 6 Years)*		

Schedule Title: CT02 - PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.). Two record categories are included in Schedule CT02; they are: CT0201—Personnel; and CT0202—Payroll.

Records Category: CT0202 - PAYROLL

- **Records of college/SBCTC employee payroll transactions. Provides information on salary, payroll deductions, insurance retirement, Internal Revenue Service forms and Reports, etc. Personnel and payroll records shall be open to the inspection of the Department of Personnel, State Auditor, and the Director of Personnel or designees**

- **CT0202 applies to Payroll records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0202.001 through CT0202.012—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).				RECORD CATEGORY—CT0202: PAYROLL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0202.001	ATTENDANCE FILES A record on employees of annual leave, sick leave, compensatory time, personal holidays, and other records pertaining to attendance.	Personnel, Payroll or other Designated Administrative Office *(Administrative purpose served plus 6 Years)*		• Essential
CT0202.002	EMPLOYEE PAYROLL FILES Documentation of employee pay status, miscellaneous payroll deductions, internal revenue information (W-4), insurance plans, and other documentation needed to verify an individual's employment history. May include Personnel Action Form, copy of salary contracts, time sheets, payroll deduction forms (i.e. bands, charities, etc.) electronic transfer forms, correspondence relating to salary changes, re-classifications/promotions, etc.	Personnel, Payroll or other Designated Administrative Office *(Termination of employment plus 6 Years)*		• Essential
CT0202.003	EMPLOYEE RETIREMENT RECORDS Salary and employment dates retained for the purpose of retirement verification. Includes DRS and TIAA-CREF reports showing all monthly transactions, updates due to age requirements, and final transmittal and EFT balancing reporting. These reports assist the agency in the reconciliation of employee and employer premiums.	Personnel, Payroll or other Designated Administrative Office *(Termination of Employment plus 50 Years)*		• Essential
CT0202.004	FEDERAL TIME KEEPING/TIME and EFFORT Documentation of federal requirements for quarterly/semi-monthly reports of employee time when federal dollars are expended.	Personnel, Payroll or other Designated Administrative Office *(10 Years)*		• Essential

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).			RECORD CATEGORY—CT0202: PAYROLL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0202.005	INTERNAL REVENUE REPORTS Includes the Quarterly 941-A forms, W-2 Confirmation Reports for reconciliation, W-2 and 1099R Forms for each calendar year as reported to the Social Security Administration and Internal Revenue Service.	Payroll Office *(10 Years)*	Communications Technology Center *(7 Years for the W-2 and 1099R Magnetic Tape)*	
CT0202.006	PAYROLL AUDIT REPORT (PS 1315) and INDEX (PS1316) Provides a detailed gross-to-net record of all payroll activity for a payroll schedule including account distribution, earnings types, etc. The indexes provide reference to the page number on which each employee's information begins.	Payroll Office *(Pay date plus 3 Years)*		
CT0202.007	PAYROLL HISTORY REPORT (PS1705A) and INDEX (PS1705B) Shows all payroll activity in detail for a specified period of time (6 months or 12 months) including account distribution, earnings types, etc. The indexes provide reference to the page number on which each employee's information begins.	Payroll Office *(18 Months on-line, then microfilm and retain for 50 Years)*	Communications Technology Center *(6 Years for the Archival tape PS 1600)*	• Microfiche required to be ordered when payroll history is scheduled • Essential
CT0202.008	PAYROLL INPUT REGISTER (PS1135) The Payroll Input Register shows the accumulated payroll transactions entered by employee. Check cancellations, overpayments, hand-drawn checks and expense transfers are printed on separate lines. Current payment transactions, retroactive adjustments and deduction adjustment are printed in detail.	Payroll Office *(Pay date plus 1 Year)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT02: PERSONNEL/PAYROLL - Includes those activities related to the recruiting, hiring and administration of community college personnel (faculty, administrators and classified.).			RECORD CATEGORY—CT0202: PAYROLL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0202.009	PAYROLL REPORTS Various payroll reports used by the personnel/payroll office to verify actions. Includes journal vouchers, warrant registers, payroll registers, Labor & Industries quarterly reports, Health Care Authority transactions, miscellaneous vendor reports, savings bond purchases and deductions, deferred compensation deductions, garnishments, warrant cancellations, electronic fund transfers, year-to-date reports, gross payroll reports, expense distribution reports including contract and grant certification, checks received registers, bank register, and other miscellaneous reports.	*(Pay date plus 6 Years)*		
CT0202.010	PAYROLL TRANSACTION LIST (PS1120) The Payroll Transaction List provides a list showing all payroll transactions that have been entered for all payroll schedules that have not yet been processed.	Payroll Office *(Pay date plus 1 Year)*		
CT0202.011	PAYROLL TRANSACTION REPORTS Routine payroll balancing reports generated from payroll processing that provide batch control information, transaction counts, rate and time totals, summary and detail payroll batches, lists, edits, warning messages, etc.	Payroll or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0202.012	WORK STUDY EARNINGS REPORT Used to monitor the earnings of students receiving aid through the federal and state college Work-Study Program.	Payroll Office *(7 Years)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT03 - INSTRUCTION/CURRICULUM - Includes activities that provide formal instruction to students in academic, vocational, remedial, high school completion and avocational courses (i.e. development of curriculum, course offerings, etc.). One records category is included in Schedule CT03; it is CT0301—Instruction and Curriculum.

Records Category: CT0301 - INSTRUCTION and CURRICULUM RECORDS

- **Records of college instructional activities, i.e. programs of study, courses, etc. Includes records on program/course accreditation, articulation agreements, curriculum committee and program/course evaluations, instructional calendar, instructor or office hours, textbook orders, etc. One record category is included in Schedule CT03; it is CT0301—Instruction and Curriculum Records.**

- **CT00301 applies to Instruction/Curriculum records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record <u>regardless of media</u>. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0301.001 through CT0301.016—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT03: INSTRUCTION/CURRICULUM - Includes activities that provide formal instruction to students in academic, vocational, remedial, high school completion and avocational courses (i.e. development of curriculum, course offerings, etc.).			RECORD CATEGORY—CT0301: INSTRUCTION and CURRICULUM RECORDS	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0301.001	ACCREDITATION DOCUMENTATION—PROGRAMS Descriptive, statistical, and evaluative materials necessary to maintain and document accreditation with professional associations which set standards for some college programs. See Record Category CT0101—EXECUTIVE LEVEL ADMINISTRATIVE RECORDS for Accreditation applicable to the institution as a whole.	Dean of Instruction or other Designated Administrative Office *6 Years:* • *Following close of accreditation process;* • *According to institutional policies on 'length of time' students have to complete a course or program; or* • *Until superseded by new accreditation,* *whichever is longest*	Office Administering/ Responsible for Program *(Until superseded by new accreditation)*	
CT0301.002	AGREEMENTS for PROGRAMS or CURRICULUM A record of agreements between a college and outside agencies. May include a learning experience for students outside the classroom, e.g. internships, clinicals, Running Start, College-in-the-High School, etc.	Any Office Signing the Agreement *(6 Years:* • *Following termination of agreement;* • *Resolution of litigation; or* • *According to institutional policy,* *whichever is longest)*		• Essential
CT0301.003	ARTICULATION FILES—COURSE Documents the transfer status of all courses offered by the college.	Dean of Instruction's Office *(Academic Year in which transfer status is determined plus 5 Years)*		• Essential
CT0301.004	ARTICULATION FILES—PROGRAM Documents program agreements between a college, the K-12 system and other public or private higher education institutions.	Dean of Instruction's Office *(6 Years:* • *Following termination of agreement;* • *Resolution of litigation; or* • *According to institutional policy,* *whichever is longest)*		• Essential

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT03: INSTRUCTION/CURRICULUM - Includes activities that provide formal instruction to students in academic, vocational, remedial, high school completion and avocational courses (i.e. development of curriculum, course offerings, etc.).				RECORD CATEGORY—CT0301: INSTRUCTION and CURRICULUM RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0301.005	CURRICULUM COMMITTEE REPORTS A record of curriculum changes approved during Curriculum Committee meetings such as additions, deletions, renaming of courses, etc.	Dean of Instruction or other Designated Administrative Office *(Academic Year in which changes were made plus 5 Years)*		
CT0301.006	COURSE HISTORY FILES A record of the content of approved courses (may include course descriptions, outlines, syllabi, instructor notes, bibliographies, textbook lists, sample exams, etc.).	Dean of Instruction or other Designated Instructional Office *(End of quarter in which course is offered plus 2 Years)*	Originating Department *((End of quarter in which course is offered plus 2 Years)*	
CT0301.007	COURSE MASTER INVENTORY A comprehensive listing of all approved courses by department/division, title, course number, etc.	Dean of Instruction or other Designated Instructional office *(Until updated, then contact your regional Archivist)*		• Archival
CT0301.008	CURRICULUM/COURSE PROPOSALS—APPROVED Documentation of the planning, development and implementation of instructional courses or programs that have been approved (includes required materials/information needed to gain course or program approval including advisory committee documents/minutes).	Dean of Instruction or other Designated Instructional Office *(Life of course/program plus 5 Years; then contact your regional Archivist)*	Originating Department *(Course/program approved plus 3 Years)*	• Archival

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT03: INSTRUCTION/CURRICULUM - Includes activities that provide formal instruction to students in academic, vocational, remedial, high school completion and avocational courses (i.e. development of curriculum, course offerings, etc.).				RECORD CATEGORY—CT0301: INSTRUCTION and CURRICULUM RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0301.009	CURRICULUM/COURSE PROPOSALS—NOT APPROVED Documentation of the planning and development of instructional courses or programs not approved (includes required materials/information needed to gain program approval).	Dean of Instruction or other Designated Instructional Office • *Proposal denied plus 1 Year; or* • *Until administrative need is satisfied,* *whichever is longer*	Originating Department *(Office option)*	
CT0301.010	EVALUATION FILES—COURSE/PROGRAM Provides a record on the evaluation of specific programs and courses in an institution. Includes description of evaluation process, correspondence related to review, final report and other documentation as needed.	Dean of Instruction's Office • *(Life Of course/program plus 5 Years; or* • *Until administrative need is satisfied,* *whichever is longer, then contact your regional Archivist)*		• Archival
CT0301.011	INSTRUCTIONAL CALENDARS—FACULTY Provides a record of the courses taught by faculty each quarter, including time and location, length of class, conference periods, etc.	Dean of Instruction or other Designated Instructional Office *(End of the quarter plus 1 Year)*	Registrar's Office *(Until updated)*	
CT0301.012	INSTRUCTOR OFFICE HOURS Provides a quarterly record of office hours maintained by instructors per negotiated salary agreements.	Personnel, Payroll or other Designated Administrative Office *(6 Years:* • *following termination of contract; or* • *as required by terms of a collective bargaining agreement,* *whichever is longer)*		

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GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT03: INSTRUCTION/CURRICULUM - Includes activities that provide formal instruction to students in academic, vocational, remedial, high school completion and avocational courses (i.e. development of curriculum, course offerings, etc.).				RECORD CATEGORY—CT0301: INSTRUCTION and CURRICULUM RECORDS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0301.013	PATIENT CASE FILES Provides a record of health care/treatment to patients as provided as part of an instructional program.	Designated Administrative Office *7 Years following:* • *Date of last patient visit* • *Written confirmation received from a patient's health care professional that 'forwarded records' have been received, or* • *Patient reaches 21 years of age,* *whichever is longest*		• Provisions must be made to ensure that patient case files are not accessible to unauthorized staff or students.
CT0301.014	PROGRAM FILES—SPECIAL PROGRAMS Provides a record, i.e. position papers, relevant correspondence and related information on special programs in Nursing, Telecommunications, High Technology, Small Business, etc.	Dean of Instruction or other Designated Administrative Instructional Offices *(Program discontinued plus 2 Years, then contact your regional Archivist)*	Office Administering/ Responsible for Program *(Discontinuance of program)*	• Archival
CT0301.015	SEMINARS, SHORT COURSES, CONFERENCES, CONVENTIONS SPONSORED BY THE INSTITUTION A record of unique educational forums presented or sponsored by the college. Typically includes agendas, correspondence, record of budget, revenues and expenditures, reference materials, list of attendees, publicity, etc.	Any Office *(Close of academic year in which the event occurred plus 3 Years; then, contact your regional Archivist)*		• Archival
CT0301.016	TEXTBOOK ORDERS Provides a record of the textbook orders requested by faculty to be stocked by the bookstore.	Dean of Instruction or other Designated Instructional Office *(Close of academic year plus 1 Year)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT04 - STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include admission, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling records, etc. One record category is included in Schedule CT04; it is CT0401—Student Records and Support Services.

Records Category: CT0401 - STUDENT RECORDS and SUPPORT SERVICES

- **Records pertaining to student activities including transcripts, grades, scholarships, financial aid, student complaints, athletic eligibility, testing (ASSET, etc.), accommodations, graduation, name changes, residency enrollment transactions, tuition and fees, course/class schedules, etc.**

- **CT00401 applies to Student Records and Support Services records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record <u>regardless of media</u>. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0401.001 through CT0401.050—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.	RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD*		SPECIAL and/or DISPOSITION INSTRUCTIONS
		OFFICIAL COPY	OTHER COPIES	
CT0401.001	ACCEPTANCE LETTERS—SPECIAL INSTRUCTIONAL PROGRAMS Provides a record of letters sent to prospective students indicating their acceptance/rejection to specialized instructional programs. Note: Routine college admission letters are Non-Record and may be discarded when administrative need is satisfied.	Registrar, Admissions or other Designated Administrative Office • *1 Year;* • *Until administrative need is satisfied; or* • *According to institution/specific program policy whichever is longest*		
CT0401.002	ADA ACCOMMODATIONS Documents requests for and disposition of requests for accommodations in registering, course work, etc. Includes copies of request, related correspondence and other documentation necessary to support disposition of request.	Disability Support Services Coordinator or other Designated Administrative Office *(Disposition of request plus 6 Years)*		
CT0401.003	ADMISSION OR READMISSION (REENTRY) APPLICATIONS Provides a record of a student's request for admission to enroll in school and/or a particular educational program, i.e. Nursing, Dental Hygienist, etc.	Registrar, Admissions or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0401.004	ADVISOR'S FILES Advisor copies of student records used to monitor progress. May include grade reports, advisor's worksheets, unofficial transcripts, etc.	Counseling or other Designated Administrative Office *(Until administrative need is satisfied))*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.	RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.005	ATHLETIC ELIGIBILITY FILE Provides a record of student's eligibility to participate in varsity sports.	Athletic Director or other Designated Administrative Office *(According to:* • *Northwest Athletic Association, or* • *Institutional policy,* *whichever is longer)*		
CT0401.006	ATTENDANCE BOOKS—INSTRUCTORS A record of student attendance as recorded by instructors in fulfillment of course or program requirements.	Instructor *(Length of time a student has to appeal attendance plus 1 Quarter)* *Note: If an instructor leaves the college prior to the designated retention period, their attendance book/s must be retained by the Instructional or other designated administrative office.*		
CT0401.007	ATTENDANCE CHANGE FORMS/APPEALS and GRIEVANCE FILES Provides documentation to support the changing of a student's attendance record. Includes records on student attendance appeals and hearing results, if applicable.	Registrar or other Designated Administrative Office • *Last quarter attended plus 5 Years,* • *According to institutional policy,* *whichever is longer*	Instructor/Instructional Office *(Office option)*	
CT0401.008	ATTENDANCE SHEETS/VERIFICATIONS Provides a record of students enrolled in each class at the college. Includes student names, instructor, course title and number, number of clock hours possible, number of clock hours attended, number clock hours made-up and awarded by the instructor.	Registrar or other Designated Administrative Office • *End of Quarter plus 1 Year, or* • *Until administrative need is satisfied,* *whichever is longer*	Instructor/Instructional Office *(Office option)*	

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.	RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.009	CLASS SCHEDULES AND FLYERS ANNOUNCING WORKSHOPS, SHORT-COURSES, MINI-SESSIONS, SEMINARS, CONFERENCES, ETC. Provides a record of courses, workshops, seminars, etc. offered during specified periods of time, Includes course description, number of credits to be earned, cost course time/location, etc.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied))*		
CT0401.010	COMMENCEMENT PROGRAMS Provides copies of commencement programs.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied, then contact your regional Archivist)*	College Library *(Permanent)*	• Archival
CT0401.011	EVENTS and ACTIVITIES FLYERS/ANNOUNCEMENTS Provides copies of, flyers announcing special events/activities, etc. within the student services area.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0401.012	COMPLAINT FILE—STUDENTS Provides a record on complaints made by students and formally filed with the institution. May include written copies of complaint, relevant correspondence and final disposition.	Student Services or other Designated Administrative Office *(1 Year:* • *Following final disposition of complaint, or* • *According to institutional policy* *whichever is longer*		
CT0401.013	COOPERATIVE WORK EXPERIENCE REQUEST FILE Provides data on students looking for employment related to their area of study.	Designated Administrative Office *(Until administrative need is satisfied)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.			RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.014	COURSE CATALOGS Provides a record of courses offered by the institution. May include descriptions of educational programs, student services, student activities, admission and registration requirements, academic regulations, degree and certificate requirements, etc. Also includes individual courses descriptions, numbers of credits to be earned for each course, and prerequisites, if applicable.	Registrar/Dean of Instruction or Other Designated Administrative Office *(Permanent)*	College Library *(Permanent)*	• Microfilm may be substituted for original
CT0401.015	COURSE REPEAT RECORD Provides documentation to support a student repeating a class.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0401.016	COURSE WAIVER, and/or ADVANCED STANDING, AND GRADUATION PETITIONS Provides a record documenting requests from students to waive courses and/or graduation requirements, to challenge a course, and/or petition for advanced standing. May include copies of relevant correspondence, instructional department/ instructor's evaluation and name of course/courses to be waived, etc.	Registrar, Admissions or other Designated Administrative Office *(Last quarter attended plus 1 Year)*		
CT0401.017	DISCIPLINARY/ACADEMIC ACTIONS--STUDENTS Provides documentation to support student dismissals, re-admittance, etc. May Include relevant correspondence, student appeals, and actions taken regarding disciplinary warnings, probation, suspension, expulsion, denial of subsequent registration, and restitution.	Dean of Students or other Designated Administrative Office • *Last quarter attended plus 1 Year; or* • *According to institutional policy, whichever is longer)*		
CT0401.018	ENROLLMENT VERIFICATIONS	Registrar or other Designated Administrative Office		

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	Provides documentation to a sponsor of a student's enrollment.	*(Until administrative need is satisfied)*		
CT0401.019	FINANCIAL AID AWARDS Provides a record of funds awarded to students through the Financial Aid Office, , Used to support the awarding of financial aid and to meet reporting and audit requirements of the state, federal government or granting agency/individual.	**[OPR]** - Financial Aid Office or other Designated Administrative Office *(6 Years after:* • *Funds are dispersed;* • *Acceptance of audit report;* • *Resolution of litigation; or* • *Satisfaction of retention period stated by grantor whichever is longest)*		• Essential
CT0401.020	FOREIGN STUDENT FORMS Provides a record on foreign students enrolled at an institution. Used to comply with immigration and Naturalization Service reporting requirements.	Registrar or other Designated Administrative Office *(According to:* • *Institutional policy or* • *Immigration guidelines,* *whichever is longer)*		
CT0401.021	GRADE BOOK - INSTRUCTORS A record of papers, projects and other assignments submitted by students in fulfillment of course or program requirements.	Instructor *(Length of time a student has to appeal a grade plus 1 Quarter)* *Note: If an instructor leaves the college prior to the designated retention period, their grade book/s must be retained by the Instruction or other designated administrative office.*		

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.	RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.022	GRADE CHANGE FORMS/APPEALS and GRIEVANCE FILES Provides documentation to support the changing of a student's grade. Includes records on student grade appeals and hearing results, if applicable.	Registrar or other Designated Administrative Office *(5 Years following:* • *Last quarter attended, or* • *According to institutional policy,* *whichever is longer)*	Instructor/Instructional Office *(Office Option)*	
CT0401.023	GRADE SHEETS/VERIFICATIONS Provides a record of students enrolled in each class at the college. Includes student names, instructor, course title and number, number of credits earned and grade awarded by the instructor.	Registrar or other Designated Administrative Office • *End of quarter plus 1 Year, or* • *Until administrative need is satisfied* *whichever is longer)*	Instructor/Instructional Office *(Office Option)*	
CT0401.024	GRADUATION APPLICATIONS - DEGREES, CERTIFICATES Provides a record of requests for evaluation of student work to determine adequacy for graduation.	Registrar/Instructional Offices *(Until administrative need is satisfied))*		
CT0401.025	GRADUATION AUTHORIZATIONS Provides documentation to support the awarding of degrees, diplomas and certificates of completion. May include copy of graduation application, evaluation of student credits (earned and transferred) and final determination.	Registrar/Instructional Offices *(Until administrative need is satisfied)*		
CT0401.026	HIGH SCHOOL RELEASE, Provides a written request from high school principals for high school students to enroll in community and technical college programs.	Registrar, Admissions or other Designated Administrative Office *(1 Year)*		
CT0401.027	HONOR ROLL STUDENTS Provides a record of students on the President's or Dean's Honor Roll.	Registrar or Other Designated Administrative Office *(Until superseded)*		
CT0401.028	JOB PLACEMENT FORMS—PART TIME, FULL-	Placement Office		

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	TIME Provides a record on employment opportunities posted on job boards from off-campus employers.	*(Until administrative need is satisfied)*		
CT0401.029	LETTERS OF RECOMMENDATION Documents letters of recommendation received by the college and/or instructional program if required by institutional policy for admittance.	Registrar, Admissions or other Designated Administrative Office • *Last quarter attended plus 1 Year,* • *Until administrative need is satisfied, or* • *According to institutional/program policy* *whichever is longest*		
CT0401.030	LETTERS OF REFERENCE Letters of reference prepared by college faculty and staff regarding current or former students with whom they are acquainted.	Originating Office *(Until administrative need is satisfied))*		
CT0401.031	MAJOR/PROGRAM CHANGE AUTHORIZATIONS Provides a record of a student's request to change instructional programs.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0401.032	NAME CHANGE AUTHORIZATIONS Provides documentation showing that a student's name has officially changed. Includes request by student authorizing name change and supporting evidence i.e., a certified copy of a court order, marriage certificate, dissolution/divorce decree, etc.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied)*		

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.033	NONDISCLOSURE OF DIRECTORY INFORMATION Provides a record of requests by students for nondisclosure of directory information.	Registrar or other Designated Administrative Office • *Date submitted plus 1 Year, or* • *According to institutional policy* *whichever is longer*		
CT0401.034	PARKING CITATIONS FILE Provides a record on all "unpaid" parking citations issued on campus. Used as back-up documentation for collection of fines.	Registrar or other Designated Administrative Office **[OPR]** - *(6 Years)*	Campus Security *(90 Days)*	
CT0401.035	REGISTRATION TRANSACTION LOG Provides a daily record of all enrollment transactions as reported to the SBCTC.	Registration Office *(Until administrative need is satisfied)*		
CT0401.036	REGISTRATION TRANSACTIONS via TELEPHONE or WEB SITES (STUDENT AND COURSES) Registration activity screens providing a record of all enrollment transactions by student and by course.	Registration Office **[OPR]** - *(Close of quarter in which registration occurred plus 6 Years)* *NOTE: This information must be kept on-line or procedures must be in place to access this information in a timely manner.*		
CT0401.037	REGISTRATION/ENROLLMENT FORMS—NOT RECORDED via TELEPHONE or WEB SITE Provides a record of all enrollment transactions by student and by course which are not recorded via telephone or WEB site activity (i.e. input by college personnel from information provided in registration and change-in-schedule forms.	Registration Office *(Receipt of letter from SBCTC re: satisfactory enrollment review) or* *6 Years from receipt of letter, if audit exceptions are noted).*		

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SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.	RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.038	RESIDENCY CLASSIFICATION FORMS Provides a record documenting the residency status of students. May include request for change of residency status, supporting documents and related correspondence. May be part of registration form.	Registrar, Admissions or other Designated Administrative Office **[OPR] -** *(Determination of status plus 6 Years)*		
CT0401.039	RUNNING START Documents that courses taken by Running Start students will satisfy both high school and the community/technical college's graduation requirements.	Instruction, Admissions or other Designated Administrative Office *(6 Years following:* • *Termination of agreement* • *Resolution of litigation, or* • *According to institutional policy,* *whichever is longest*		
CT0401.040	SCHOLARSHIPS - AWARDED A record of scholarships awarded by the college or another outside entity (not administered by financial aid). May include documentation of the establishment of the fund—administrative requirements for the scholarship, donations received, copies of wills, etc.—correspondence regarding the scholarship program, list of recipients, etc. For financial records on scholarship programs see Record Category CT0601—FINANCE - GENERAL.	Designated Administrative Office **[OPR] -**T*ermination of program plus 6 Years*		
CT0401.041	SCHOLARSHIPS - NOT AWARDED A record of students who applied for scholarships offered through the college who were not awarded scholarship funds.	Designated Administrative Office *(Completion of application process plus 1 Year)*		

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.042	STUDENT GOVERNMENT, CLUBS and ORGANIZATIONS FILES Typically includes agendas, minutes, reports, correspondence, notes, etc. of student government associations and officially recognized student clubs and organizations, i.e. Student Government, Washington Postsecondary Ag Organization, Phy Beta Lamda, Delta Epsilon Chi, Vocational Industrial Clubs of America, etc.	College Designated Administrative Office *(3 Years, then contact your regional Archivist)*		• Archival
CT0401.043	TEST INFORMATION Copies of occupational/psychological tests/evaluations (i.e. Meyer/Briggs, Strongs Occupational, etc.) Used to counsel and evaluate enrolled students.	Counseling or other Designated Administrative Office *(Last quarter attended plus 1 Year)*		
CT0401.044	TEST SCORES - ENROLLED STUDENTS Provides a record of student test scores (i.e. Asset, CEEB, ACT, etc.) Used to determine placement.	Counseling or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0401.045	TRANSCRIPT - PERMANENT STUDENT ACADEMIC RECORD* Provides an official academic record listing classes, grades, credits earned, GPA and transfer credits. (May include narrative evaluations, competency assessments, etc.)	Registrar, Admissions or other Designated Administrative Office *(Permanent)*		• Essential • Suggest that a security microfilm copy be made annually for storage at state micro-vault.

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WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

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RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.046	TRANSCRIPT EVALUATIONS (TRANSFER CREDIT) Provides documentation to support the evaluation of student transcripts from other accredited institutions towards a degree. May include request for evaluation, copy of transcript, relevant correspondence, and final determinations.	Registrar or other Designated Administration Office *(Until administrative need is satisfied))*		
CT0401.047	TRANSCRIPT REQUESTS MADE BY STUDENTS Provides documentation to support a student's request for the release of their transcript.	Registrar or other Designated Administrative Office *(Until administrative need is satisfied)* *Note: If a charge is collected for these records, see Record Category CT0601—FINANCE—GENERAL for retention on invoices and receipts.*		
CT0401.048	TRANSCRIPTS RECEIVED —ENROLLED STUDENTS Provides a record of a student's course work in high school and/or at other colleges.	Registrar, Admissions or other Designated Administrative Office *(Until administrative need is satisfied)*		
CT0401.049	TUITION AND FEE CHARGES Provides a record of the tuition and fees (including all fee waivers, i.e. no excess credit charge, employee/senior citizen waivers, etc.) paid by students enrolling in various courses/programs. Includes course title, number of credits (if applicable), cost for instruction as well as other fees, i.e. parking, etc.	Business/Cashier's Office *(***[OPR]** *- End of Quarter in which enrollment occurs plus 6 Years)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT04: STUDENT RECORDS and SUPPORT SERVICES- Includes those non-instructional activities relating directly to students. These include student records admissions, registration, counseling, testing, scholarships, financial aid, student employment opportunities, classroom scheduling, etc.				RECORD CATEGORY—CT0401: STUDENT RECORDS and SUPPORT SERVICES
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0401.050	VETERANS ADMINISTRATION RECORDS Provides a record on all veterans enrolled who are receiving Veterans Administration Educational Assistance. May include Certificate of Enrollment, cumulative enrollment by quarter, record of counseling and contacts made by Veteran's Affairs Office, etc.	Veteran's Affairs or other Designated Administrative Office *(According to:* • *Veteran's Administration Guidelines, or* • *Institutional policy,* *whichever is longer)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT05 - LIBRARIES, MEDIA and RESOURCE LEARNING CENTERS - Includes those activities relating to the collection, retention and display of educational materials and the provision of services which support the colleges instructional and administrative programs. One record category is included in Schedule CT05; it is Libraries, Media and Resource Learning Centers.

Records Category: CT0501 - LIBRARIES, MEDIA and RESOURCE LEARNING CENTER records pertain to the acquisition and circulation of books, periodicals, magazines, films, etc. for the purpose of supporting a college's instructional programs.

- **CT0501 applies to Libraries, Media and Resource Learning Center records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record <u>regardless of media</u>. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0501.001 through CT0501.010—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT05: LIBRARIES, MEDIA AND RESOURCE LEARNING CENTERS - Includes those activities relating to the collection, retention and display of educational materials and the provision of services which support the colleges instructional and administrative programs.			RECORD CATEGORY—CT0501: LIBRARIES, MEDIA and RESOURCE LEARNING CENTERS	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0501.001	ACQUISITION RECORDS—ANNUAL Provides a record of print/non-print and microform materials (includes periodicals) acquired for library collection. May include title, identifying number assigned to item, other descriptive information and office copy of computerized or manual subsystem records used to facilitate ordering and receipt of collection items.	Business Office *(6 Years)*	Library: *(Field Orders, 3 Years; Accession records, Permanent)*	
CT0501.002	BIBLIOGRAPHIC RECORDS Provides a record of all items (print, microform, periodicals and non-print materials) maintained in the library collection. Some records may also be used by the public to access collection information. May include accession lists, shelf lists, and/or catalog records with some or all of the following information: title and number of copies per title, date and original purchase price or estimated value (fits), current replacement value, current status of item, i.e. damaged, missing, on-loan, accession number of other identifying number, format.	Library *(Item removed from collection plus 1 Year))*		
CT0501.003	BORROWER/PATRON INFORMATION Provides a record of patron's personal identification; used to interface with library circulation system. May include name, address, telephone number and other such information as required by library policy for those eligible to borrow.	Library *(Until name removed from circulation system)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT05: LIBRARIES, MEDIA AND RESOURCE LEARNING CENTERS - Includes those activities relating to the collection, retention and display of educational materials and the provision of services which support the colleges instructional and administrative programs.			RECORD CATEGORY—CT0501: LIBRARIES, MEDIA and RESOURCE LEARNING CENTERS	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0501.004	CIRCULATION RECORDS Provides a record of library collection items charged out to borrowers/patrons. Includes item and patron identification.	Library *(Until return of borrowed item)*		
CT0501.005	OBLIGATIONS OF PATRONS—OUTSTANDING Provides a record of patrons who have not returned borrowed collection materials within the charge out period. May include office copy of overdue lists, notification to patron, item and patron identification.	Business, Cashier or other Designated Administrative Office **[OPR]** - *(Item cleared plus 6 Years)*	Library *(Until borrowed item is returned and/or circulation record is cleared)*	
CT0501.006	STATISTICAL RECORDS - CIRCULATION, LIBRARY UTILIZATION, FILM USAGE, ETC. Source data used in preparation of various external and internal college and professional association reports such as Pacific Northwest Library Association, Library Media Director's Council, SBCTC; may also be used for statistical analysis other than formal reporting. Shows trends in collection utilization. May include data collection instruments, questionnaires, statistics pertaining to library usage such as number of patrons, turnstile counts, services provided, etc.	Library • *End of fiscal year plus 2 Years; or* • *Until administrative need is satisfied, whichever is longer*		
CT0501.007	FILM REQUESTS—FORMS and BOOKING INFORMATION Used to schedule films for booking. May include film request from patron/client, description of film, confirmation record from vendor for film orders, date, time and place film is to be shown.	Library *(End of fiscal year)* *NOTE: For financial records pertaining to receipt and payment of films and recharge fees, if any, see Record Category CT0601—FINANCE - GENERAL for retention periods.*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT05: LIBRARIES, MEDIA AND RESOURCE LEARNING CENTERS - Includes those activities relating to the collection, retention and display of educational materials and the provision of services which support the colleges instructional and administrative programs.			RECORD CATEGORY—CT0501: LIBRARIES, MEDIA and RESOURCE LEARNING CENTERS	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0501.008	INTERLIBRARY LOAN REQUESTS (EXCLUDES REQUESTS FOR COPIES OF PERIODICAL ARTICLES PUBLISHED WITHIN LAST FIVE YEARS Provides a record of interlibrary loan requests—with the exception of copies of periodical articles for which limitations apply. May include description of material requested, details of transaction, and a representation that the request is made in compliance with provisions of copyright law and/or other professional association guidelines and codes.	Library *(End of fiscal year; see NOTE below)* *NOTE; When records provide back-up information for financial transactions, see Record Category CT0601—FINANCE - GENERAL for retention period.*		
CT0501.009	INTERLIBRARY LOAN REQUEST FOR PHOTOCOPIES OF PERIODICAL ARTICLES PUBLISHED WITHIN FIVE YEARS PRIOR TO DATE OF REQUEST Provides a record of interlibrary loan requests for copies of materials which fall within restrictive guidelines pertaining to such items. May include description of material requested, details of transaction, and a representation that the request is made in compliance with provisions of copyright law and/or other professional association guidelines and codes.	• Borrowing Library *(End of fiscal year in which the transaction occurred; see Note below)* • Lending Library *(End of fiscal year in which the transaction occurred; see Note below)* *NOTE: If financial transactions are involved, see Record Category CT0601—FINANCE - GENERAL for retention periods.*		
CT0501.010	ON-LINE INFORMATION SERVICE—USAGE RECORD LOG Provides a monthly record of on-line searches; used to verify line use against invoice. May include date and time search was made, length of time for search, user identification, number assigned to search, line-charge rate and other related information.	Library *(Until administrative need is satisfied))*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC. Four record categories are included in Schedule CT06; they are: CT0601—Finance - General; CT0602—Mail Services; CT0603—Finance Management System Reports; and CT0604—Agency Financial Reporting System (AFRS).

Records Category: CT0601 - FINANCE--GENERAL records include vendor payments, travel authorizations/reimbursements, purchasing, banking, revenue/cash receipts and other general fiscal and accounting files.

- **CT00601 applies to Finance and Accounting records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0601.001 through CT0601.026—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC.			RECORD CATEGORY—CT0601: FINANCE - GENERAL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0601.001	ACCOUNTS PAYABLE—DISTRIBUTION OF Provides a list of all invoices for non-appropriated items disbursed during each month by general account code, to provide posting data to the general ledger.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0601.002	AFFIDAVIT OF FORGED ENDORSEMENT To certify that the name as signed on the back of a check is a forgery.	Accounting or other Designated Administrative Office **[OPR] -** *6 Years*		
CT0601.003	BANKING RECORDS A record of college/SBCTC transactions with banks. Includes deposit slips, bank statements, check registers, checks returned because of non-sufficient funds, reconciliation statements and other related documents.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		• Some items in this record series may be essential; needs to be determined by the college.
CT0601.004	BID DOCUMENTS A record of proposals from vendors or consultants for services or supplies in response to a Request for Proposal (RFP) or Request for Quote (RFQ). May include RFPs, RFQs, awarded and denied bids, bid evaluation forms, correspondence, etc.	Designated Administrative Office **[OPR]** - *6 Years following:* • *close of bid, or* • *resolution of litigation,* *which ever is longer*		
CT0601.005	CASH RECEIPTS JOURNAL SUMMARY A summary of cash receipts segregated by fund and source, which serves as a transmittal document for each deposit forwarded to the State Treasurer.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0601.006	CHECK REGISTER - WHEN NOT USED AS A SUMMARY A record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*	State Treasurer *(3 Years)*	
CT0601.007	CHECK REGISTER - WHEN USED AS A	Accounting Office		• Some items in this

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC.				RECORD CATEGORY—CT0601: FINANCE - GENERAL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
	SUMMARY A record of summarized fiscal transactions concerning disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction.	**[OPR] -***10 Years*		record series may be essential; needs to be determined by the college.
CT0601.008	CLAIMS WARRANT REGISTER A record of disbursements relating to claims or refunds which require case or claim data identification.	Accounting Office **[OPR]** - *10 Years*	State Treasurer *(3 Years)*	
CT0601.009	CONTRACTS FOR PURCHASES, PURCHASED SERVICES, LEASES or RENTALS Agreements for the purchase of goods and services, or the lease or rental of vehicles or other equipment. Includes back-up documentation for the contract award process and contracts not entered into. Also includes pre-signed contracts.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years following:* • *termination of contract;* • *resolution of litigation; or* • *satisfaction of retention period stated in contract, whichever is longest*		• Some items in this record series may be essential; needs to be determined by the college.
CT0601.010	ENCUMBRANCE and LIQUIDATION RECORDS Provides for the encumbrance of funds with which to satisfy college/SBCTC indebtedness. Includes encumbrance requests, registers, and adjustments.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		• Some items in this record series may be essential; needs to be determined by the college.
CT0601.011	ESCROW AGREEMENTS Agreements between colleges/State Board office and contractors to place the retained percentage of progress billings in a trust account pending the satisfactory completion of a contract.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years following:* • *termination of contract;* • *resolution of litigation; or* • *satisfaction of retention period stated in contract, whichever is longest*		• Some items in this record series may be essential; needs to be determined by the college.

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC.				RECORD CATEGORY—CT0601: FINANCE - GENERAL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0601.012	FISCAL OFFICE ADMINISTRATIVE FILES General files pertaining to the administration of a college's/SBCTC's fiscal office. Includes copies of documents sent to other offices for action, documents recording office organization and staffing, requests for supplies, office services or equipment, internal activity and workload reporting documents, copies of documents distributed for informational purposes, and other documentation related to the administration of the office. Also may include chief fiscal officer's correspondence and administrative subject files.	Accounting or other Designated Administrative Office *(2 Years)*		
CT0601.013	FISCAL POLICIES and PROCEDURES Memoranda, rules, orders, directives, procedural instructions, regulations, bulletins, notices, instructions issued by OFM, the State Auditor, or the State Board Office which is directive in nature or explains policies and procedures relating to the fiscal administration of a college/SBCTC.	Office Affected **[OPR]** - *Until superseded plus 6 Years*		• Essential
CT0601.014	GENERAL LEDGER A record of prescribed general ledger accounts, documenting agency receipts, expenditures and balances, by source and fund.	Accounting Office **[OPR]** - *6 Years*		
CT0601.015	INDEBTEDNESS OF STATE OF WASHINGTON TO A DECEASED EMPLOYEE—CLAIM OF To submit a claim for labor and services performed by a deceased employee for which reimbursement was never received.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC.			RECORD CATEGORY—CT0601: FINANCE - GENERAL	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0601.016	JOURNAL VOUCHERS Provides a means of entering an accounting transaction into the college's/State Board office accounting system. May include affidavits of lost or destroyed warrants.	Accounting Office **[OPR]** - *6 Years*		
CT0601.017	PERSONAL SERVICES CONTRACTS Contracts with individuals or firms for specialized services. Includes documentation to support issuing a personal services contract.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years following:* • *termination of contract;* • *resolution of litigation; or* • *satisfaction of retention period stated in contract, whichever is longest*		• Essential
CT0601.018	PROPERTY DISPOSAL REQUEST Authorization for the sale or exchange of surplus state property in a college's/SBCTC's inventory.	Designated Administrative Office *(Disposal date plus 6 Years)*		
CT0601.019	PUBLIC WORKS REQUISITION A record of all requisitions for public works projects processed by the Engineering and Architecture Division of the Department of General Administration.	Designated Administrative Office **[OPR]** - *Work completed plus 6 Years*		
CT0601.020	PURCHASE REQUESTS—SUPPLIES and EQUIPMENT Internal college/SBCTC documents used to request the purchase of supplies and equipment.	Designated Administrative Office *(Date approved/not-approved plus 30 Days)*	Originating Office *(Office option)*	
CT0601.021	REVENUE LEDGER A record of agency cash receipts used to support general ledger revenue accounts.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC.				RECORD CATEGORY—CT0601: FINANCE - GENERAL
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0601.022	REVENUE REPORTS A monthly summary of billings made and payments received on interagency agreements and contracts.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0601.023	TRAVEL AUTHORIZATIONS Requests by employees for authorization to travel or for advance payment for travel expense. Includes relocation authorizations.	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0601.024	TRAVEL EXPENSE VOUCHERS Vouchers submitted to claim reimbursement for employee travel expenses.	Accounting or other Designated Administrative Office **[OPR]** -*(6 Years*		
CT0601.025	VEHICLE USAGE REPORTS—COLLEGE OWNED Reports of vehicle usage by colleges/SBCTC.	Accounting or other Designated Administrative Office *(2 Years)*		
CT0601.026	VENDOR PAYMENT FILES Documentation of agency disbursements related to purchases by the college/SBCTC including warrant registers, voucher distribution registers, vendor remittance advisories, document transmittals and certification reports, and other documentation which provides a record of payments to vendors and other agencies for goods and services. Includes: • Purchase Order Files • Field Order Files • Purchase Requisition Files • Invoice Voucher Files • Printing Requisition Files • Copy Center Request Files • Travel Expense Payment Files • Travel Expense Payment Files	Accounting or other Designated Administrative Office **[OPR]** - *6 Years*		• Some items in this record series may be essential; needs to be determined by the college.

Approved by the State Records Committee: February 1998

Schedule Title: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC. Four record categories are included in Schedule CT06; they are: CT0601—Finance - General; CT0602—Mail Services; CT0603—Finance Management System Reports; and CT0604—Agency Financial Reporting System (AFRS).

Records Category: CT0602 - MAIL SERVICE records document the operations of the college's/SBCTC's mail room services.

- **CT00602 applies to Mail Service records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0602.001 through CT0602.009—inclusive:

Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the institution/agency.			RECORD CATEGORY—CT0602: MAIL SERVICES	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0602.001	BULK RATE MAILINGS—STATEMENT OF Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for bulk rate mailing.	Mail Services, Business Office or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0602.002	POSTAGE METER RECORDS A record of the number and classification of items mailed by a college/State Board office. Includes Daily Record of Meter Readings, Application for Postage Meter License, and related documentation.	Mail Services, Business Office or other Designated Administrative Office *(6 Years)*		
CT0602.003	MAIL PICKUP and DELIVERY RECORDS Mail logs, copies of certified or registered mail receipt forms, signed pickup and delivery receipts, and related records. Includes, but not limited to: Receipt for Certified Mail, Mail Arrival Notice, Certificate of Mailing, Return Receipt for Registered, Insured and Certified Mail, sender's Statement and Certificate of bulk mailing, Return Receipt for International Mail, Special Delivery Notice, and receipts for the pickup of parcels and packages by such private vendors as UPS and Federal Express.	Mail Services, Business Office or other Designated Administrative Office *(3 Years)*		
CT0602.004	MAIL SERVICES SUBJECT FILES Records documenting the administration of agency mail services. Includes correspondence, memoranda, reports, vendor materials, operating manuals, rate schedules, copies of policies and procedures, and other related records. Also may include Consolidated Mail Services Interagency Mail Survey Form.	Mail Services, Business Office or other Designated Administrative Office *(Until administrative purpose served)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the institution/agency.			RECORD CATEGORY—CT0602: MAIL SERVICES	
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0602.005	MAILING BOOK A record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.	Mail Services, Business Office or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0602.006	MAILING WITH PERMIT IMPRINTS—STATEMENT OF Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for special postage rate.	Mail Services, Business Office or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0602.007	POSTAL CHARGES General accounting records for postal activities. Includes Application and Voucher for Refund of Postage Fees, Invoice Voucher Request for Payment to U.S. Postal Service, Postal Service Charge Verification, Daily Cash Report, Post Office Receipt for Money, Receipt for Postage Meter Readings, Postage Due Bill, Applications for Refunds, Receipt for PO Box Rental, etc. and any related documentation.	Mail Services, Business Office or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0602.008	SECOND CLASS MAILING—APPLICATION and PERMIT FOR U.S. Postal Service authorization to send out second class mail.	Mail Services, Business Office or other Designated Administrative Office **[OPR]** - *6 Years*		
CT0602.009	SECOND CLASS PUBLICATION—STATEMENT OF MAILING U.S. Postal Service statement authorizing the mailing of publications via second class mail.	Mail Services, Business Office or other Designated Administrative Office **[OPR]** - *6 Years*		

Schedule Title: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC. Four record categories are included in Schedule CT06; they are: CT0601—Finance - General; CT0602—Mail Services; CT0603—Finance Management System Reports; and CT0604—Agency Financial Reporting System (AFRS).

Records Category: CT0603 - FINANCE MANAGEMENT SYSTEM reports provide information on college expenditures. Includes budget status and general accounting.

- **CT00603 applies to Finance Management System records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0602.001 through CT0602.005—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS- Includes those activities related to administering the financial operations of the institution/agency.				RECORD CATEGORY—CT0603: FINANCE MANAGEMENT SYSTEM REPORTS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0603.001	ACCOUNTS RECEIVABLE and ACCOUNTS PAYABLE REPORTS (FMS report prefix BM) Provides colleges with detailed reports of all accounts receivable and accounts payable activity; includes reports of encumbrances, check writing and cash summary activity.	Accounting Office • *Close of fiscal period plus 2 Years, or* • *Until business office requirements are satisfied, whichever is longer*		• Some items in this record series may be essential; needs to be determined by the college.
CT0603.002	ANNUAL BUDGET REPORTS (FMS report prefix BA) Provides colleges with detailed reports comparing the fiscal year's expenditures and revenues to the budgeted plan at various institutional levels.	Accounting Office • *Close of fiscal period plus 2 Years, or* • *Until business office requirements are satisfied, whichever is longer*		• Some items in this record series may be essential; needs to be determined by the college.
CT0603.003	GENERAL LEDGER REPORTS (FMS report prefix GA) Detail of all general ledger activity and financial reports used by the system to report activities of the college; includes reports of daily accounting activity, monthly and year-to-date activity, financial reports and table maintenance related to the FMS accounting system.	Accounting Office • *(Daily reports:* *(1 Year, or* *Until business office requirements are satisfied)* *whichever is longer)* • *(All other reports:* *(3 Years, or* *Until business office requirements are satisfied)* *whichever is longer)*		• Some items in this record series may be essential; needs to be determined by the college.
CT0603.004	GRANTS and CONTRACT and CAPITAL PROJECT BUDGET REPORTS (FMS report prefix PM) Provides colleges with detailed reports comparing the fiscal year's expenditures and revenues to the budget plan at various institutional levels; accommodates grants, contracts or capital projects spanning more than one fiscal period.	Accounting or other Designated Administrative Office • *Final grant billing or project completion plus 3 Years, or* • *Until business office requirements are satisfied whichever is longer*		• Some items in this record series may be essential; needs to be determined by the college.

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS- Includes those activities related to administering the financial operations of the institution/agency.				RECORD CATEGORY—CT0603: FINANCE MANAGEMENT SYSTEM REPORTS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0603.005	STATE BOARD FOR COMMUNITY and TECHNICAL COLLEGE'S (SBCTC) REPORTS (FMS report prefix CR) Reports tuition collection and other revenues, expenditures and payroll activity by college district for use by SBCTC for reporting purposes and for budget development.	Accounting or other Designated Administrative Office • *3 Years, or* • *Until administrative need is satisfied, whichever is longer*		• Some items in this record series may be essential; needs to be determined by the college.

Approved by the State Records Committee: February 1998

Schedule Title: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the college/district/SBCTC. Four record categories are included in Schedule CT06; they are: CT0601—Finance - General; CT0602—Mail Services; CT0603—Finance Management System Reports; and CT0604—Agency Financial Reporting System (AFRS).

Records Category: CT0604 - AGENCY FINANCIAL REPORTING SYSTEM (AFRS) is a central state budget accounting system maintained by the Office of Financial Management. The majority of financial reports for the two-year college come from the system's Financial Management System (FMS). However, the State Board Office does interface with AFRS for some system-level reports.

- **CT00604 applies to Agency Financial Reporting System (AFRS) records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record <u>regardless of media</u>. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0604.001 through CT0604.003—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT06: FISCAL and ACCOUNTING OPERATIONS - Includes those activities related to administering the financial operations of the institution/agency.				RECORD CATEGORY—CT0604: AGENCY FINANCIAL REPORTING SYSTEM (AFRS) REPORTS
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0604.001	DTR-9: IN-PROCESS REPORTS Detailed system-level information for in-process OFM general ledger accounts.	SBCTC Accounting **[OPR]** - *6 Years*		
CT0604.002	MONTHLY REPORTS System-level detail and summary financial and statistical information reported on a monthly basis. Includes: • MAP - Monthly Approved Allotment and Revenue Reports • MFS - Monthly Financial Statement Reports • MCP - Monthly Combined Approved and Adjusted Allotment Reports • MTR - Monthly Treasurer Accounting System Reports • MWP - Monthly Working Paper Reports • SWM - Monthly General Ledger Trial Balances	SBCTC Accounting *(1 Year)*		
CT0604.003	TAPRPT - THE ALLOTMENT PREPARATION SYSTEM System-level summaries of allotments, FTEs and revenue status.	SBCTC Accounting *(90 Days)*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT07: GRANTS MANAGEMENT - Includes the design, procurement and administration of research and program activities funded the federal government, State of Washington, State Board for Community and Technical Colleges, etc. Activities related to these funds are restricted in use as designated by the grantor. One record category is included in CT07; it is CT0701—Grants Management.

Records Category: CT0701 - GRANTS MANAGEMENT records include grant applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products, and related records.

- **CT00701 applies to Grants Management records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0701.001 through CT0701.003—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT07: GRANTS MANAGEMENT - Includes the design, procurement and administration of research and program activities by the federal government, State of Washington, State Board for Community and Technical Education, etc. Activities related to these funds are restricted in use as designated by the grantor.	RECORD CATEGORY—CT0701: GRANTS MANAGEMENT

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0701.001	GRANTS DENIED Provides a record documenting request for specially funded projects in which the application was denied. Includes applications, grant evaluation summaries, letters of denial, and other related documentation.	Office Requesting Grant or other Designated Administrative Office *(Grant application denied plus 1 Year)*		
CT0701.002	GRANTS ISSUED BY THE FEDERAL GOVERNMENT Documentation of grant projects and funds received and expended. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports status reports, compliance reports, grant modification requests, progress reports and final reports. (Series Revised 2007)	Office Administering Grant or other Designated Administrative Office *(6 Years following:* • *Termination of grant;* • *Resolution of litigation/audits; or* • *Satisfaction of retention period stated in grant, whichever is longest.*		• Essential
CT0701.003	GRANTS ISSUED BY THE STATE/SBCTC * Provides a record documenting request for specially funded projects (includes grant announcement and application, notification of grant awards ,grant agreement signed by concerned parties, evaluation summaries, fiscal reports, correspondence related to grant monitoring, audit reports, and related documentation. Also includes grant project status, data collection and evaluation instruments, questionnaires, statistics, etc., and progress and compliance reports prepared and submitted by grantee. aaa	Office Administering Grant or other Designated Administrative Office *(6 Years following:* • *Termination of grant;* • *Resolution of litigation/audits; or* • *Satisfaction of retention period stated in grant, whichever is longest.*		• Essential

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT08: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT- Includes those activities relating to the operation and maintenance support of college facilities, including utilities and fixed costs, janitorial services, leased equipment, supplies and motor vehicles, etc. One record category is included in CT08; it is CT0801—Facilities, Equipment and Property Management.

Records Category: CT0801 - FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT records encompass the operation and maintenance of equipment and buildings and other facilities owned or leased by the college/SBCTC. Includes documentation related to capital projects, fixed assets management, buildings and grounds maintenance, space planning and allocation, and equipment maintenance and repair.

- **CT00801 applies to Facilities, Equipment and Property Management records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record <u>regardless of media</u>. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0801.001 through CT0801.019—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT08: FACILITIES, EQUIPMENT and PROPERTY MANAGMENT- Includes those activities relating to the operation and maintenance support of institutional facilities, including utilities and fixed costs, janitorial services, leased equipment, supplies and motor vehicles etc.	RECORD CATEGORY—CT0801: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0801.001	"AS-BUILT" CONSTRUCTION/REMODELING DRAWINGS Architectural, engineering and utilities drawings documenting the design and construction of campus facilities—completed and under construction. May include copies of design and construction contracts, related correspondence, etc.	Physical, Business or other Designated Administrative Office *(Disposition of Building plus 6 Years, then contact your Regional Archivist)*	Bureau of Public Works Division of Engineering and Architectural Services (EAS) *(Aperture card microfilm available)*	• Archival • Essential
CT0801.002	ASSET DEPRECIATION REPORTS Calculated value of the depreciation value of college/SBCTC-owned assets. Includes Depreciation Ledger, General Ledger Interface, Depreciation by Cost Center, and related documentation.	Purchasing other Designated Administrative Office *(Until superseded plus 90 Days)*		
CT0801.003	CAPITAL ASSETS MANAGEMENT SYSTEM (CAMS) Computerized system to maintain college/SBCTC inventories of furniture, equipment and other capital assets. Includes asset tracking and depreciation schedules.	Capital/Facilities or other Designated Administrative Office *(Until superseded)*		
CT0801.004	CUSTODIAL FILES Provides a record of custodial operations. May include material and service request copies, purchase advisory with vendors, custodial schedules, etc.	Physical Plant Office *(Close of fiscal year plus 1 Year)*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT08: FACILITIES, EQUIPMENT and PROPERTY MANAGMENT- Includes those activities relating to the operation and maintenance support of institutional facilities, including utilities and fixed costs, janitorial services, leased equipment, supplies and motor vehicles etc.	RECORD CATEGORY—CT0801: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0801.005	EQUIPMENT and FURNITURE INVENTORIES Running inventory control documents for equipment such as audiovisual equipment, tools, laboratory equipment, personal computers and printers, and other office equipment and furniture. The records describe each piece of college/SBCTC-owned or leased equipment and furniture, indicating its location and value.	Purchasing or other Designated Administrative Office **[OPR]** - *(6 Years after:* • *Report is superseded, or* • *Equipment is off Inventory,* *whichever is longer*		
CT0801.006	FACILITY MANAGEMENT SUBJECT FILES Records used to support college/SBCTC facility management programs. May include correspondence, memoranda, reports, manuals, copies of policies and procedures, and other records relating to the maintenance and use of facilities.	Physical Plant or other Designated Administrative Office *(Administrative need satisfied plus 2 Years)*		
CT0801.007	FIXED ASSETS INVENTORY FILES College/SBCTC copies of records documenting the purchase and ownership of major items of equipment. May include purchase orders for fixed assets, vouchers, inventory documents, surplus property disposition records, and other records relating to the purchase, ownership and disposition of fixed assets.	Physical Plant or other Designated Administrative Office **[OPR]** - *Disposition of asset plus 6 Years*		• Essential
CT0801.008	JOB COST ACCOUNTING FILES - MAINTENANCE WORK ORDER FILES and LOGS Agency records documenting maintenance and repair work, work requests, and records of work completed.	Business Office **[OPR]** - *Completion of job plus 6 Years*	Physical Plant Office *(Completion of job plus 2 Years)*	

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT08: FACILITIES, EQUIPMENT and PROPERTY MANAGMENT- Includes those activities relating to the operation and maintenance support of institutional facilities, including utilities and fixed costs, janitorial services, leased equipment, supplies and motor vehicles etc.	RECORD CATEGORY—CT0801: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0801.009	LEASE FILES Records documenting the lease of state owned property or other facilities to public or private organizations or individuals. Records may include copies of lease documents, related correspondence, copies of fiscal documents, and requests for maintenance and repairs.	Physical Plant or other Designated Administrative Office **[OPR]** - *Expiration of Agreement plus 6 Years*		• Essential
CT0801.010	MAINTENANCE and REPAIR RECORDS—EQUIPMENT Records documenting service and repairs to agency equipment, excluding motor vehicles. Includes maintenance and repair orders, copies of fiscal documents such as requisitions, purchase orders and vouchers, warranties, manuals, and related materials.	Purchasing or other Designated Office **[OPR]** - *Disposition of item plus 6 Years*		
CT0801.011	MAINTENANCE and REPAIR RECORDS—MOTOR VEHICLES Records documenting service and repairs to motor vehicles assigned to or owned by a college/SBCTC. Includes maintenance orders and logs, copies of fiscal documents such as requisitions, purchase orders, vouchers, warranties, manuals, and related materials.	Purchasing or other Designated Office **[OPR]** - *Disposition of vehicle plus 6 Years*		
CT0801.012	PHYSICAL PLANT SYSTEMS MONITORING and INSPECTION RECORDS Records documenting the operation and inspection of facility heating, ventilation, air conditioning, water, electrical and mechanical systems, including but not limited to meter readings, fixed equipment inspection reports, and equipment fuel consumption records.	Physical Plant or other Designated Administrative Office **[OPR]** - *Disposition of equipment plus 6 Years*		

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT08: FACILITIES, EQUIPMENT and PROPERTY MANAGMENT- Includes those activities relating to the operation and maintenance support of institutional facilities, including utilities and fixed costs, janitorial services, leased equipment, supplies and motor vehicles etc.	RECORD CATEGORY—CT0801: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0801.013	REFERENCE DRAWINGS and FILES—PHYSICAL PLANT MAINTENANCE AND OPERATIONS College/agency copies of architectural drawings, engineering and utilities plans and fixed equipment manuals for reference in building and maintenance operation.	Physical Plant or other Designated Administrative Office *(Until superseded plus 3 Years, then contact your regional Archivist)*	Bureau of Public Works Division of Engineering and Architectural Services (EAS) *Aperture card microfilm available)*	• Archival • Essential
CT0801.014	REMODELING and MAJOR REPAIRS FILES Records documenting major repairs and/or replacement of structural or major equipment items. May include such things as the repair or replacement of HVAC systems, electrical or plumbing systems, roofs, walls, floors, and other structural elements. Documents may include architectural or engineering drawings, equipment documentation, work orders, fiscal documents, inspection reports, final acceptance documents, and related records.	Physical, Business or other Designated Administrative Office **[OPR]** - *Disposition of building plus 6 Years; then contact your regional Archivist)*	Physical Plant Office *(Completion of job plus 2 Years)*	• Archival • Essential
CT0801.015	SPACE ALLOCATION PLANNING FILES Space allocation plans and related documentation, including copies of requests, space and cost estimates, justifications, specifications, building and floor plan layout drawings, and supporting documentation.	Physical Plant or other Designated Administrative Office *(Completion of action plus 4 Years)*		
CT0801.016	SUPPLIES, COMMODITIES and PARTS DISBURSEMENT RECORDS Records documenting the disbursement of office supplies, commodities, parts and other expendable materials.	Purchasing or other Designated Office **[OPR]** - *6 Years*		

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT08: FACILITIES, EQUIPMENT and PROPERTY MANAGMENT- Includes those activities relating to the operation and maintenance support of institutional facilities, including utilities and fixed costs, janitorial services, leased equipment, supplies and motor vehicles etc.	RECORD CATEGORY—CT0801: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT

RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0801.017	SUPPLIES, COMMODITIES and PARTS INVENTORIES Running inventories used to manage stocks of expendable materials such as office supplies, parts, and other expendable supplies, describing the materials and indicating current stock balances.	Purchasing or other Designated Office **[OPR]** - *6 Years*		
CT0801.018	SURPLUS PROPERTY RECORDS College/SBCTC copies of records which identify surplus property and its disposition. Includes requests for disposal of surplus property, receipts, copies of disposition reports, and Disposed Property Report.	Purchasing or other Designated Office **[OPR]** - *6 Years*		
CT0801.019	TENANT RECORDS College/SBCTC records documenting negotiations and completion of arrangements for leasing or renting office/classroom space and other facilities. Records may include copies of leases or other agreements, correspondence, lease approvals from control agencies, copies of fiscal documents, requests for maintenance and repairs, and other documents related to a rented or leased facility.	Physical Plant or other Designated Administrative Office **[OPR]** - *Expiration of Agreement plus 6 Years*		• Essential

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

Schedule Title: CT09: REAL PROPERTY MANAGEMENT- Records pertaining to the acquisition, management and disposition of college-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents. One record category is included in CT09; it is CT0901—Real Property Management.

Records Category: CT0901 - REAL PROPERTY MANAGEMENT records include land appraisals, condemnations of land, lands inventory, land acquisition documentation, land administration files, deeds, patents, etc.

- **CT00901 applies to Real Property Management records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Secondary copies produced for informational purposes only may be discarded when no longer needed.**

CT0901.001 through CT0901.008—inclusive:
Approved by the Washington State Records Committee:

For the Attorney General	For the State Auditor	For the State Archivist	For the Director of OFM

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT09 - REAL PROPERTY MANAGMENT- Records pertaining to the acquisition, management and disposition of college-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.				RECORD CATEGORY—CT0901: REAL PROPERTY MANAGEMENT
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0901.001	DEEDS, PATENTS, CLEAR LISTS Documentation of the conveyance of land titles to the college/state. Includes all supporting documentation.	Business or other Designated Administrative Office (**[OPR]** - *50 Years, then contact your regional Archivist*		• Archival • Essential
CT0901.002	LAND ACQUISITION DOCUMENTATION Documentation of the process for acquiring particular parcels of land. May include planning reports, boundary descriptions and adjustments, photographs, studies, correspondence, and other related documentation.	Chief Executive's, Business or other Designated Administrative Office **[OPR]** - *Disposition of parcel plus 6 Years*		• Essential
CT0901.003	LAND ADMINISTRATION FILES Documentation of the planning process for the acquisition of land.	Chief Executive's, Business or other Designated Administrative Office **[OPR]** - *6 Years*		• Essential
CT0901.004	LAND APPRAISALS Contracts and reports on the appraisal of land for monetary value.	Business/Finance or other Designated Administrative Office (**[OPR]** - *6 Years)*		• Essential
CT0901.005	LAND CONDEMNATIONS Documentation of condemnation actions either by the college or affecting community or technical colleges.	Chief Executive's, Business or other Designated Administrative Office **[OPR]** - *75 Years*		• Essential
CT0901.006	LANDS ESCHEATED TO THE STATE Records pertaining to the conveyance of lands escheated to the state for management or disposal.	Chief Executive's, Business or other Designated Administrative Office **[OPR]** - *75 Years*		• Essential
CT0901.007	LANDS INVENTORY Inventories of land owned by community or technical colleges. Includes summary information on each parcel.	Business/Finance or other Designated Administrative Office **[OPR]** - *Until superseded plus 6 Years*		• Essential

Approved by the State Records Committee: February 1998

GENERAL RETENTION SCHEDULE
WASHINGTON'S COMMUNITY and TECHNICAL COLLEGE SYSTEM

SCHEDULE TITLE: CT09 - REAL PROPERTY MANAGMENT- Records pertaining to the acquisition, management and disposition of college-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.				RECORD CATEGORY—CT0901: REAL PROPERTY MANAGEMENT
RECORD SERIES	RECORD SERIES TITLE and FUNCTION	OFFICE or DIVISION LOCATION and *MINIMUM RETENTION PERIOD* OFFICIAL COPY	OTHER COPIES	SPECIAL and/or DISPOSITION INSTRUCTIONS
CT0901.008	WATER RIGHTS ACQUIRED by COLLEGES Records of actions documenting the acquisition of water rights on college/state land.	Chief Executive's, Business or other Designated Administrative Office **[OPR]** - *50 Years, then contact your regional archivist*		• Archival • Essential

Approved by the State Records Committee: February 1998