

This schedule applies to: Community and Technical Colleges

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of all Community and Technical Colleges, as well as the Washington State Board for Community and Technical Colleges, relating to the unique functions of the Colleges. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

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

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

Revocation of previously issued records retention schedules

All previously issued records retention schedules to Community and Technical Colleges are revoked. Community and Technical Colleges must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on February 5, 2020.

Signature on File

**For the State Auditor:
Al Rose**

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**For the Attorney General:
Suzanne Becker**

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**For the Office of Financial Management:
Gwen Stamey**

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**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	February 1998	Initial schedule.
1.1	April 4, 2007	Minor revisions to the Grant Management section.
2.0	February 5, 2020	Major revision of entire records retention schedule.

SUPERSEDED

For assistance and advice in applying this records retention schedule,
please contact the Community or Technical College's Records Officer,

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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SUPERSEDED

1. DEVELOPMENT AND OUTREACH

The function of developing the institution and its outreach to its community.

1.1 DONATIONS/GIFTS <i>The activity of receiving gifts and donations.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69442 Rev. 0	<p>Donations/Gifts – Assets</p> <p>Records documenting non-cash donations, gifts, and sponsorships made directly to the college.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. 	<p>Retain for 6 years after disposal of asset <i>and</i> 6 years after fulfillment of agreement <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
20-02-69443 Rev. 0	<p>Donations/Gifts – Monetary</p> <p>Records documenting monetary donations, gifts, and sponsorships made directly to the college.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. 	<p>Retain for 6 years after end of fiscal year <i>and</i> 6 years after fulfillment of agreement <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

1.1 DONATIONS/GIFTS

The activity of receiving gifts and donations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69444 Rev. 0	<p>Donor Information Records relating to active and prospective donors to the college. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of correspondence/communications to and from donor; • Lists of previous gifts/donations made. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

1.2 FUNDRAISING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69450 Rev. 0	<p>Fundraising Efforts</p> <p>Records relating to fundraising efforts by college departments, or by clubs and organizations that have been recognized by the college’s Associated Students governing body, where the college, club, or organization itself is the beneficiary.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fundraising activities; • Advertising; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Records relating to college fundraising efforts for charity, covered by <i>Charity Fundraising (DAN GS 09021)</i>; • Records documenting fundraising efforts for charity by Associated Students-recognized clubs and organizations, which are not college records; • Records relating to fundraising efforts by clubs and organizations that are not recognized by the Associated Students governing body, which are not college records; • Records of fundraising efforts by the college’s Foundation. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

1.3 STUDENT RECRUITMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69468 Rev. 0	<p>Recruitment/Visits – General</p> <p>Records documenting contact with and visits by prospective students, outside of athletic recruitment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to/from prospective students; • Itineraries; • Copies of high school transcript and test scores, etc. 	<p>Retain for 2 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
20-02-69469 Rev. 0	<p>Recruitment/Visits – Prospective Student Athletes</p> <p>Records documenting contact with and visits by prospective student-athletes who do not enroll at the college within 5 years, used to verify and demonstrate compliance with applicable athletic conference regulations, e.g., Northwest Athletic Conference (NWAC), National Collegiate Athletic Association (NCAA), etc. Includes both official and unofficial visits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to/from prospective student-athletes; • Copies of high school transcripts and test scores; • Proof of duration of visit, including flight information, itinerary, copies of expenses, etc. <p>Excludes recruitment/visit records for prospective student athletes who do enroll at college within 5 years, which are covered by <i>Conference Eligibility – Individual Student Athletes (DAN 20-02-69436)</i>.</p>	<p>Retain for 5 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

2. RESEARCH

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69454 Rev. 0	<p><i>Human Subjects Review Council (HSRC) – Administration and Research Oversight</i> Records documenting the review, monitoring, and oversight of human subject research by the college’s Institutional Review Board (IRB), the Human Subjects Review Council (HSRC), in accordance with 45 CFR 46.115. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Federalwide Assurance agreement with the U.S. Department of Health & Human Services’ Office of Human Research Protections; • Written procedures for the HSRC as described in 45 CFR 46.108(a)(3) and 46.108(a)(4); • HSRC member lists and credentialing, appointment letters; • Applications received, including title, name of investigators, date received, period of approval, modifications, etc., maintained in systems such as the Human Subjects Research Protocols Database; • Annual HSRC Activities Report (submitted annually to the Provost). <p>Excludes HSRC meeting records covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i>. <i>Note: 45 CFR 46.115(b) requires the retention of general IRB records for at least 3 years.</i></p>	<p>Retain for 6 years after date of document/completion of research <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69455 Rev. 0	<p><i>Human Subjects Review Council (HSRC) – Principal Investigator Records (Research Conducted)</i></p> <p>HSRC records relating to investigator activities in human subject research including approved regulatory, certified exempt, completed, denied and withdrawn protocols. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Research protocols, scientific evaluations, approved sample consent documents; • Correspondence/communications between the HSRC and investigators/researchers; • Progress reports submitted by the investigator; • Reports of injuries to subjects; • Reports of unanticipated problems involving risks to subjects or others; • Reports of continuing review activities; • Statements of significant new findings provided to subjects. <p><i>Note: 45 CFR 46.115(b) requires the retention of IRB records relating to research conducted for at least 3 years after completion of the research.</i></p>	<p>Retain for 6 years after completion/termination of research <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69458 Rev. 0	<p><i>Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations</i></p> <p>Records documenting the review, monitoring, and oversight of animal research by the Institutional Animal Care and Use Committee (IACUC), in compliance with 9 CFR 2.35.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • IACUC reviews of research proposals and ongoing review activities; • Required inspections and reports; • Scientific evaluations. <p>Excludes IACUC meeting records, which are covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i>.</p> <p><i>Note: 9 CFR 2.35(f) requires the retention of general IACUC records for at least 3 years.</i></p>	<p>Retain for 6 years after date of document/completion of research</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
20-02-69459 Rev. 0	<p><i>Institutional Animal Care and Use Committee (IACUC) – Research Conducted</i></p> <p>Records which relate to specific research conducted, or which document decisions pertaining to committee actions on that research.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications between IACUC and investigators/researchers; • Progress reports provided to IACUC; • Significant new findings. <p><i>Note: 9 CFR 2.35(f) requires the retention of IACUC records that relate directly to proposed activities and changes to same for at least 3 years after completion of the research.</i></p>	<p>Retain for 6 years after completion/termination of research</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

3. STUDENT ADMINISTRATION

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

3.1 ADMISSIONS <i>The activities associated with the admission of applicants into courses/programs.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69423 Rev. 0	<p>Admissions Applications – Enrolled</p> <p>Records documenting the admissions process for all applicants who are accepted and ultimately enroll at the college.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Matriculated and non-matriculated students; • Domestic and international students; • Undergraduate and post-baccalaureate programs; • Other programs, e.g., Summer Session, University English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application forms and sign-up sheets; • Copies of high school, college, and/or military transcripts; • Test scores submitted as part of the admissions process; • Financial statements and/or sponsor letter (for international students); • Transfer credit evaluations; • Related correspondence/communications. 	<p>Retain for 6 years after graduation/date of last attendance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 ADMISSIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69424 Rev. 0	<p>Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete</p> <p>Records documenting the admissions process for all applicants who are denied admission to the college, were accepted but did not enroll, or never completed the application process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Matriculated and non-matriculated students; • Domestic and international students; • Undergraduate and post-baccalaureate programs; • Other programs, e.g., Summer Session, University English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application forms and sign-up sheets; • Copies of high school, college, and/or military transcripts; • Test scores submitted as part of the admissions process; • Transfer credit evaluations; • Financial statements and/or sponsor letter (for international students); • Related correspondence/communications. 	<p>Retain for 2 years after beginning of academic quarter for which applied/date of last submission, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

3.2 ENROLLMENT AND REGISTRATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69434 Rev. 0	<p><i>Class Registration</i> Records documenting the process of class registration for individual students. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Student name and number; • Quarter of enrollment; • Course numbers and class sections; • Number of credits and grade type (e.g., letter grade, credit/no credit, audit); • Total credit hours. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Add/drop forms; • Arranged course permits and independent study and variable credit courses; • Summer workshop registrations. <p>Includes this information maintained in systems such as ctcLink.</p>	<p>Retain for 6 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

3.2 ENROLLMENT AND REGISTRATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69445 Rev. 0	<p>Enrollment Reports</p> <p>Compilations of data generated by or distributed to departments and individual instructors regarding student enrollment, courses, grade distribution, scholarship, ethnicity of students, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Class enrollment count; • Class standing report; • Degrees by quarter report; • Academic probation list. <p>Includes this information maintained in systems such as ctcLink.</p>	<p>Retain for 2 years after end of academic quarter</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
20-02-69461 Rev. 0	<p>Major Applications – Approved</p> <p>Records documenting a student's request for major standing within an undergraduate academic program, where the application is approved.</p>	<p>Retain for 6 years after end of academic year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
20-02-69462 Rev. 0	<p>Major Applications – Denied or Incomplete</p> <p>Requests for major standing within an undergraduate academic program, where the application has been denied or the student never completed the application process.</p>	<p>Retain for 1 year after quarter of denial/date of last submission</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

3.2 ENROLLMENT AND REGISTRATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69471 Rev. 0	<p>Release of Education Records – No Prior Consent Required</p> <p>Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with <i>34 CFR § 99.31</i> and <i>34 CFR §99.32(d)</i>, and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • The eligible student; • A school official under <i>34 CFR §99.31(a)(1)</i>; • Certain parties seeking directory information under <i>34 CFR § 99.37</i>; • A judicial order or subpoena under <i>34 CFR §99.31(a)(9)(ii)(A), (B) & (C)</i>. <p>Excludes:</p> <ul style="list-style-type: none"> • Disclosure to state and local educational authorities and federal officials and agencies listed in <i>34 CFR § 99.31(a)(3)</i>, covered by <i>Release of Education Records – Prior Consent or Documentation Required (DAN 20-02-69472)</i>; • Requests where prior consent is required, covered by <i>Release of Education Records – Prior Consent or Documentation Required (DAN 20-02-69472)</i>. <p>Reference: <i>Family Educational Rights and Privacy Act (FERPA)</i>.</p>	<p>Retain for 6 years after date of release <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

3.2 ENROLLMENT AND REGISTRATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69472 Rev. 0	<p>Release of Education Records – Prior Consent or Documentation Required</p> <p>Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • Any party with written consent from the parent or eligible student; • State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32. <p><i>Reference: Family Educational Rights and Privacy Act (FERPA).</i></p>	<p>Retain until the education records of the student are no longer retained</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
20-02-69473 Rev. 0	<p>Residency Reclassification</p> <p>Records documenting individual students' efforts to change their residency status (in-state or out-of-state) for tuition purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reclassification application; • Residency questionnaires; • Supporting documentation; • Appeal and notification correspondence/communications. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

3.2 ENROLLMENT AND REGISTRATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69484 Rev. 0	<p><i>Student Requests for Nondisclosure of Directory Information</i> Records documenting student requests to withhold their directory information from disclosure, in accordance with 34 CFR § 99.37. <i>Reference: Family Educational Rights and Privacy Act (FERPA).</i></p>	<p>Retain until the education records of the student are no longer retained <i>or</i> until request is terminated by student <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69489 Rev. 0	<p><i>Withdrawal from the College</i> Records documenting individual students' withdrawal from the college, including withdrawals due to illness, hardship, military exigency, or other extenuating circumstances. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Official withdrawal form; • Petition for hardship withdrawal; • Related correspondence/communications. 	<p>Retain for 6 years after date of last attendance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

3.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with RCW 28B.50.140. Includes the award of honorary degrees to persons external to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69453 Rev. 0	<p>Honorary Degrees</p> <p>Records documenting the conferral by the college of honorary degrees, in accordance with RCW 28B.50.140.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Degrees awarded to persons in recognition of their learning or devotion to education, literature, art, or science; Degrees awarded to persons who were students at the college in 1942 and did not graduate because they were ordered into an internment camp. <p>Excludes Board of Trustees minutes, agendas, and meeting files covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</i>.</p>	<p>Retain for 6 years after degree is awarded</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
20-02-69467 Rev. 0	<p>Petitions for Exception</p> <p>Requests from students to waive or substitute a graduation or degree requirement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> General Education Petition; Petition for processing late graduation application. 	<p>Retain for 6 years after degree is awarded/date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

3.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with RCW 28B.50.140. Includes the award of honorary degrees to persons external to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69487 Rev. 0	<p>Verification of Graduation Requirements</p> <p>Records relating to the submission and review of individual student applications for graduation, to verify that the student has fulfilled all college, general education, major, and/or certification requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Undergraduate degree applications; • Certificate applications; • Final degree audit report; • Related correspondence/communications. 	<p>Retain for 6 years after degree is awarded/date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

3.4 MISCONDUCT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69480 Rev. 0	<p><i>Student Disciplinary Investigations – Exonerated</i></p> <p>Records documenting the investigation into possible violation of the college’s student conduct code for students who were subsequently exonerated.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Case materials; • Notice of exonerated. 	<p>Retain until completion of exonerated <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69481 Rev. 0	<p><i>Student Disciplinary Investigations – Sanctions Imposed</i></p> <p>Records relating to the investigations and disciplinary actions taken pursuant to the college’s student conduct code.</p>	<p>Retain for 6 years after completion of disciplinary action and expiration of appeal period, if any <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR

SUPERSEDED

3.5 TRANSCRIPTS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69485 Rev. 0	<p>Transcript Requests Records documenting student requests for transcripts or verification of enrollment.</p>	<p>Retain for 1 year after date submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
20-02-69486 Rev. 0	<p>Transcripts (Permanent Student Records) Records documenting the official academic performance of individual students at the college. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Courses taken; • Final grades and honors received (including any grade changes); • Transfer and total credits; • Major degrees and certificates received; • Official name changes. <p>Includes this information maintained in database systems. <i>Note: In the event of the college ceasing to exist, the permanent student records are to be transferred to Student Achievement Council in accordance with RCW 28B.85.130.</i></p>	<p>Retain for life of agency <i>then</i> Transfer to Student Achievement Council for permanent retention.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

SUPERSEDED

4. STUDENT AND CAMPUS SERVICES

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

4.1 ADVISING <i>The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69417 Rev. 0	<p>Academic and Career Advising – Current Students</p> <p>Records documenting advice and other services provided to students to assist them in the processes of identifying a major or certificate program, monitoring progress toward graduation, or to assist them in career planning.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake information, e.g., dates that services were provided; • Advisor notes; • Elective approval forms; • Assessments and other tools administered to identify an individual student’s interests and areas of expertise, e.g., the Strong Interest Inventory; • Related correspondence/communications. 	<p>Retain for 6 years after graduation/date of last attendance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

4.1 ADVISING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69431 Rev. 0	<p>Career Advising – Alumni and General Public</p> <p>Records documenting advice and other services provided to alumni or other members of the public to assist them in career planning.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake information, e.g., dates that services were provided; • Advisor notes; • Assessments and other tools administered to identify an individual’s interests and areas of expertise, e.g., the Strong Interest Inventory; • Related correspondence/communications. 	<p>Retain for 2 years after most recent contact <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

4.1 ADVISING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69456 Rev. 0	<p>Immigration/Visa Advising – Foreign Students</p> <p>Records relating to the immigration/visa status of individual foreign students, retained for advising purposes and/or to document compliance with U.S. Citizenship and Immigration Services requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake information, e.g., dates that services were provided; • U.S. Immigration and Customs Enforcement (ICE) documentation, e.g., Certificate of Eligibility for Nonimmigrant F-1 Student Status (I-20); • U.S. Customs and Border Protection (USCBP) forms, e.g., Arrival/Departure Record (I-94); • U.S. Department of State documentation, e.g., Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019), etc.; • Student and Exchange Visitor Information System (SEVIS) reports; • Identification Documentation, e.g., passport pages with biographical information and expiration date; • Correspondence/communications with student and other schools; • Copies of financial statements and/or sponsor letter; • Copies of transfer release documents; • Copies of employment documents; • Copies of admission materials. 	<p>Retain for 6 years after graduation/date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4.1 ADVISING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69488 Rev. 0	<p><i>Veteran Student Files</i> Records relating to Veterans and/or their dependents receiving educational benefits. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Veteran Tuition Waiver Forms; • Grade Reports; • Academic progress reports; • Change of course forms; • Transfer credit evaluations; • Degree audit records; • Statements of understanding; • Student account summaries; • DD214; • Transfer guide course equivalencies; • Enrollment certifications; • Certificates of Eligibility for GI Bill; • Correspondence/communications regarding VA enrollment. 	<p>Retain for 6 years after graduation/date of last attendance <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

4.2 ATHLETICS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69426 Rev. 0	<p><i>Athlete Medical History</i> Records documenting the medical and treatment history for each student athlete. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical/treatment documentation and/or reports; • Physical form; • Injury/illness report forms; • Progress notes; • Rehabilitation logs; • Waivers; • Letter from college informing student athletes of physical and insurance policy requirements; • Consent forms for medical procedures and acknowledgment of potential injury. 	<p>Retain for 7 years after no longer eligible <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69427 Rev. 0	<p><i>Athlete Medical Insurance Claims</i> Records documenting claims for reimbursement of medical bills for student athletes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Claims through the National Association of Collegiate Directors of Athletics (NACDA) excess insurance programs; • Claims through the NCAA Catastrophic Insurance Program; • Medical bills; • Medical expense logs; • HIPAA documentation. 	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 ATHLETICS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69428 Rev. 0	<p><i>Athlete Recognition</i> Provides a record of athletes whose performance is worthy of note or who have received special recognition. Includes, but is not limited to:</p> <ul style="list-style-type: none"> List of recipients lettering in sports; Awards; Media coverage; Related correspondence/communications. 	<p>Retain for 6 years after end of season <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
20-02-69429 Rev. 0	<p><i>Athletic Conference Relations</i> Records documenting the college's relationship with the athletic conference(s) of which it is a member, e.g., Northwest Athletic Conference (NWAC), National Collegiate Athletic Association (NCAA), etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> Compliance certification for staff members; Reports; Copies of meeting minutes; Related correspondence/communications. 	<p>Retain for 10 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

4.2 ATHLETICS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69436 Rev. 0	<p>Conference Eligibility – Individual Student Athletes</p> <p>Records documenting an individual student athlete's compliance with athletic conference eligibility requirements for participation on a sports team.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Letters of intent; • Signed NCAA student athlete statement; • Drug testing notification and consent forms • Verification of drug test clearance; • Record of attendance at any required rules review or drug meetings; • Student eligibility reports, including grades, seasons of eligibility completed, and seasons of eligibility remaining; • Copies of admissions records and transcripts; • Records documenting financial aid received by the student athlete; • Related correspondence/communications. 	<p>Retain for 10 years after end of eligibility <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
20-02-69437 Rev. 0	<p>Conference Eligibility – Sports Teams</p> <p>Records documenting a college's sports team's compliance with athletic conference eligibility requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Participation rosters, including squad lists, travel rosters and championship and tournament rosters; • Records documenting eligibility certification for the team as a whole, including listings of cumulative grade point average and credits by quarter for student athletes. 	<p>Retain for 10 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4.3 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69432 Rev. 0	<p><i>Child and Adult Care Food Program (CACFP) Reimbursement Eligibility</i></p> <p>Records documenting a college childcare center’s eligibility for reimbursement for meals and snacks through the Child and Adult Care Food Program (CACFP).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reimbursement claims to the Office of the Superintendent of Public Instruction (OSPI); • Approval letter and application documents to participate; • Completed CACFP enrollment and eligibility forms for all children receiving meals/snacks; • Daily attendance records; • Meal counts; • Daily menus. 	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

4.3 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69430 Rev. 0	<p>Campus Childcare Center – Individual Child Documentation</p> <p>Records retained in accordance with chapter 110-305 WAC documenting individual children’s enrollment and participation in the college’s childcare center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Completed enrollment applications; • Completed parental consent forms (e.g., medication/treatment authorization, photo release, field trip permission, etc.); • Family or emergency contact information; • Records documenting the child’s health history; • Records documenting any illness or injury that occurs during childcare hours and the treatment provided. <p><i>Note: WAC 110-305-2050 contains a detailed list of documents that are required to be retained in the individual child’s file.</i></p> <p><i>Note: Retention based on 5-year requirement for childcare records (WAC 110-305-2000).</i></p>	<p>Retain for 5 years after child’s date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4.4 CULTURAL COLLECTIONS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69420 Rev. 0	<p>Accession and Control – Cultural Collections</p> <p>Records documenting the ownership and custody of museum/gallery items and collections owned by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Acquisition (e.g., through donation, purchase, transfer, etc.); • Transfers of physical custody (e.g., item/collection loans by the college to another institution); • Intellectual rights possessed and given (e.g., reproduction rights, publication/use rights, etc.); • Disposition/deaccession (e.g., sale, donation, etc.) <p>Excludes records documenting the loan of items and collections to the museum/gallery by other entities, covered by <i>Contracts and Agreements (DAN GS 01050)</i>.</p>	<p>Retain for life of agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
20-02-69448 Rev. 0	<p>Exhibit Files</p> <p>Records documenting the production and promotion of a museum exhibit.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Scripts; • Exhibit panels; • Flyers; • Images; • Promotional materials. 	<p>Retain for 6 years after exhibit ends <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

4.5 DISABILITY SERVICES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69441 Rev. 0	<p><i>Disability Services – Accommodations</i></p> <p>Records documenting services requested and/or provided to individual students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for services and accompanying documentation; • Agency response, including accommodations identified and provided. 	<p>Retain for 6 years after graduation/date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED

4.6 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69449 Rev. 0	<p>Financial Aid Reports – Internal Aggregate/summary records documenting disbursements and financial aid status, where not covered by a more specific record series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Summary disbursement reports (daily, weekly, monthly, etc.); • Cancellation journals. <p>Excludes:</p> <ul style="list-style-type: none"> • Required reporting covered by <i>Institutional Eligibility – Financial Aid (DAN 20-02-69460)</i>; • Aid packaging reports covered by <i>Student Aid Eligibility Determination/Tracking (DAN 20-02-69479)</i>. 	<p>Retain for 6 years after end of award year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-02-69460 Rev. 0	<p>Institutional Eligibility – Financial Aid Records documenting the college’s eligibility to participate in financial aid programs, including federal, campus-based programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fiscal Operations Report and Application to Participate (FISAP); • Required reporting, e.g., reports submitted to the Department of Education as part of the Quality Assurance process, etc. 	<p>Retain for 6 years after end of aid year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM

SUPERSEDED

4.6 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69476 Rev. 0	Student Aid Disbursement – College-Administered Gift Aid and Work Study Records documenting disbursement of individual college-administered gift aid, including grants, scholarships, tuition awards, institutional waivers, etc., as well as aid awarded in the form of work study.	Retain for 6 years after conditions of award satisfied <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
20-02-69477 Rev. 0	Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities Records documenting disbursement of individual loan funds or gift aid where the college disburses the funds, but is not the administrator or lender. Includes, but is not limited to: <ul style="list-style-type: none"> • Direct Subsidized (Stafford) Loans; • Direct Unsubsidized (Stafford) Loans; • Direct PLUS Loans; • Private Education or Alternative Loans; • Scholarships and grants from individuals/entities that are separate from the college. 	Retain for 6 years after graduation/date of last attendance <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
20-02-69478 Rev. 0	Student Aid Disbursement – Loans Administered by the College Records documenting disbursement of individual loan funds where the college acts as both administrator/lender and disburser of the loan. Includes, but is not limited to: <ul style="list-style-type: none"> • Perkins Loans; • Short-term loans. 	Retain for 6 years after loan repayment, reconciliation, or assignment to the Board of Education <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR

4.6 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69479 Rev. 0	<p><i>Student Aid Eligibility Determination/Tracking</i></p> <p>Records documenting individual student requests for financial assistance, determination of student eligibility for aid, and verification of their compliance with continuing eligibility requirements (e.g., satisfactory progress, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Loans (including short-term loans), work study, grants, scholarships, institutional waivers, etc.; Applications for aid, e.g., Free Application for Federal Student Aid (FAFSA), General Scholarship Application (GSA), and other applications to the college and its departments for scholarships and other forms of financial assistance; Award letters/summaries and packaging reports; Required documentation to verify ongoing eligibility, e.g., to verify financial information reported on the FAFSA as part of the Quality Assurance process. 	<p>Retain for 6 years after graduation/date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4.7 HEALTH SERVICES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69435 Rev. 0	<p>Client History – Physical and/or Mental Health Services</p> <p>Records documenting medical, dental, and/or mental health services received by individuals from the college.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Visit summaries; • X-rays; • Lab records; • Immunizations. 	<p>Retain 8 years from date of last treatment <i>and</i> 3 years after client reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4.8 HOUSING SERVICES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69463 Rev. 0	<p>Occupancy Reports Records documenting the number of beds and rooms that are occupied in each residence hall at a particular point in time.</p>	<p>Retain for 2 years after end of academic quarter <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

4.9 SECURITY AND PARKING SERVICES

The activities associated with the provision of security and the management of vehicle parking and traffic at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69425 Rev. 0	<p>Annual Security Report Documentation</p> <p>Records documenting the agency's compliance with the requirements of 20 USC § 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Required reports, e.g., Annual Security Report (ASR) and fire report; • Public crime log; • Documentation of timely warnings and emergency notifications. <p>Excludes campus security officer patrol logs, daily activity logs, and/or radio logs covered by:</p> <ul style="list-style-type: none"> • Security Monitoring – No Incident (DAN GS 25003); • Security Incidents and Data/Privacy Breaches (DAN GS 25008). <p><i>Note: Retention based on 7-year requirement from Department of Education's Handbook for Campus Safety and Security Reporting (2016 edition).</i></p>	<p>Retain for 7 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69433 Rev. 0	<p>Citations/Notices of Infraction Issued – Parking and Traffic</p> <p>Records relating to parking and traffic citations issued to alleged violators.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. 	<p>Retain 3 years after date of issuance or completion of State Auditor's report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.9 SECURITY AND PARKING SERVICES

The activities associated with the provision of security and the management of vehicle parking and traffic at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69457 Rev. 0	<p><i>Impounded Property</i> Records relating to property impounded by the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of property; • Date and time of impound; • Reason for impounding; • Return or other disposition of the property. 	<p>Retain for 6 years after return/disposition of property <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
20-02-69465 Rev. 0	<p><i>Parking and Traffic Fines</i> Records documenting the assessment, payment, appeal, escalation, reduction, or cancellation of fines levied for parking and traffic offenses. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Parking permit information; • Vehicle registration information; • Customer information. 	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4.9 SECURITY AND PARKING SERVICES

The activities associated with the provision of security and the management of vehicle parking and traffic at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69466 Rev. 0	<p>Parking Permits</p> <p>Records documenting all parking permits purchased by students, faculty, staff, and others who park in campus lots. Includes both new permits and replacements requested due to loss, theft, or destruction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • New permit number; • Previous permit number (if any); • Reason for replacement (if any); • Information regarding the vehicle to which permit is registered. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69475 Rev. 0	<p>Sex Offender Bulletin</p> <p>Records documenting registered sex offenders who have become part of the campus population.</p>	<p>Retain for 6 years after offender is no longer affiliated with the campus <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

5. TEACHING AND LEARNING

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

5.1 ACCREDITATION			
<i>The activity of courses/programs receiving accreditation by external organizations.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69421 Rev. 0	<p>Accreditation (Outcome)</p> <p>Records documenting the granting/loss of accreditation for a college, school, or program by a professional association that sets the standards for that particular discipline (e.g., Northwest Commission on Colleges and Universities (NWCCU) and Professional Educator Standards Board (PESB), etc.).</p> <p>Also includes external evaluations of the college, school, or program by professional association granting/removing accreditation.</p> <p>Excludes records covered by <i>Accreditation (Applications/Maintenance)</i> (DAN 20-02-69422).</p>	<p>Retain for 6 years after end of accreditation or until superseded by new accreditation</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
20-02-69422 Rev. 0	<p>Accreditation (Applications/Maintenance)</p> <p>Records related to the compiling and submission of statistical, descriptive, and evaluative materials in applying for or subsequent maintenance of accreditation for a college, school, or program's accreditation by a professional association that sets the standards for that particular discipline (e.g., Northwest Commission on Colleges and Universities (NWCCU) and Professional Educator Standards Board (PESB), etc.).</p>	<p>Retain for 6 years after end of accreditation/denial or until superseded by new accreditation</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.2 ASSESSMENT/EVALUATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69418 Rev. 0	Academic Appeals/Grievances Records documenting a student's appeal of a grade, or other student grievance mediated within the department, school or college.	Retain for 6 years after graduation/date of last attendance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69419 Rev. 0	Academic Forgiveness Records documenting individual students' petitions to the Registrar to use only recent academic performance in calculating grade point average.	Retain for 6 years after graduation/date of last attendance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
20-02-69438 Rev. 0	Coursework Grades/Scores/Comments Records maintained by instructor documenting individual students' performance in a course, including scores, grades, and or comments in regard to exams, papers, projects, and/or class participation. Provides the basis for the final grade that is assigned. Excludes student scores for tests, exams, and other assessments that are administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, which are covered by <i>Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446)</i> .	Retain for 2 years after end of academic quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ASSESSMENT/EVALUATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69446 Rev. 0	<p>Examination Scores – Proficiency/Placement or Credit by Exam</p> <p>Records documenting student scores on qualifying exams administered to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • College Entrance Examination Board Advanced Placement Test (AP); • College-Level Examination Program (CLEP); • ACCUPLACER placement tests; • Mathematics Placement Tests (MPT). <p>Excludes student scores for tests, exams, and other assessments that are administered as part of a course, which are covered by <i>Coursework Grades/Scores/Comments (DAN 20-02-69438)</i>.</p>	<p>Retain for 6 years after graduation/date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

5.2 ASSESSMENT/EVALUATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69447 Rev. 0	<p>Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam</p> <p>Records documenting student responses to placement examinations administered by the college or its departments to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • College-Level Examination Program (CLEP); • ACCUPLACER placement tests; • Mathematics Placement Tests (MPT). <p>Excludes student responses for tests, exams, and other assessments that are administered as part of a course, which are covered by <i>Papers, Projects and Other Assignments by Students – Not Retrieved (DAN 20-02-69464)</i>.</p>	<p>Retain for 1 year after end of academic year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-02-69451 Rev. 0	<p>Grade Confirmation and Class/Rank Reports</p> <p>Records documenting the reporting by the Registrar of final quarterly student grades, including students’ rank within their class, to academic departments.</p>	<p>Retain for 2 years after end of academic quarter <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-02-69452 Rev. 0	<p>Grade Input and Grade Changes</p> <p>Records documenting the entry of new and revised quarterly final coursework grades into students’ academic records. Includes grades entered by instructor directly into transcript record, as well as grades submitted to Registrar by instructor for subsequent entry into transcript record.</p>	<p>Retain for 6 years after end of academic quarter <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 ASSESSMENT/EVALUATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69464 Rev. 0	<p>Papers, Projects and Other Assignments by Students – Not Retrieved</p> <p>Records documenting work performed and/or submitted by students in fulfillment of course or degree requirements, where the student has not retrieved the records after the end of the academic quarter.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Papers, projects, and other assignments; • Student responses to exams/tests. <p>Excludes:</p> <ul style="list-style-type: none"> • Placement examinations administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, covered by <i>Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 20-02-69447)</i>. 	<p>Retain for 1 quarter after end of academic quarter in which assignment was graded</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-02-69470 Rev. 0	<p>Reference Letters for Students</p> <p>Records documenting references/recommendations prepared by college faculty or staff regarding individual college students or former students.</p>	<p>Retain for 2 years after date of reference</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-02-69482 Rev. 0	<p>Student Evaluation of Instruction (SEOI)</p> <p>Records documenting evaluations of the instructor, course and/or overall student learning environment, completed by students.</p>	<p>Retain for 5 years after end of academic year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ASSESSMENT/EVALUATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69483 Rev. 0	<p><i>Student Internships</i> Records documenting individual students' internship, practicum, and/or cooperative education work experiences, including where mandatory to fulfill a degree/certificate requirement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application materials; • Supervision notes, statistics of service provided each quarter, other paper generated during the internship year and copies of references written by supervisors. 	<p>Retain for 6 years after graduation or date of last attendance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED

5.3 CLASS SCHEDULING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69474 Rev. 0	<p>Scheduling Data Records documenting the scheduling of courses, examinations, and other events held by/at the college, used as a reference and/or as a basis for scheduling classes in future quarters.</p>	<p>Retain for 3 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED

5.4 CURRICULUM DEVELOPMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69439 Rev. 0	Curriculum/Courses These files contain all information regarding curriculum/course matters (curriculum changes, course additions, deletions, changes; special topics; course propaganda; catalog information; enrollments; class schedules).	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-02-69440 Rev. 0	Curriculum and Course Proposals (Approved/Denied) Records documenting the planning and development of academic courses and programs.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED

GLOSSARY

Appraisal

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

Archival (Appraisal Required)

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

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

Archival (Permanent Retention)

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

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

Disposition

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

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

Disposition Authority Number (DAN)

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

Essential Records

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

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

Non-Archival

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

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

Non-Essential Records

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

OFM (Office Files and Memoranda)

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

RCW 40.14.010 – Definition and classification of public records.

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

SUPERSEDED

OPR (Official Public Records)

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

RCW 40.14.010 – Definition and classification of public records.

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

Public Records

RCW 40.14.010 – Definition and classification of public records.

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

Records Series

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

State Records Committee

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

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

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