Using Records Retention Schedules: Which Retention Schedules Do Community and Technical Colleges Use?

Purpose: Provide guidance to community and technical colleges on which records retention schedules to use.

Community and technical colleges need to use the following records retention schedules:

1. **State Government General Records Retention Schedule (SGGRRS)**

   This schedule covers records that are commonly created/received by most government agencies (including community and technical colleges), such as records relating to:
   
   - Board meetings
   - Contracts and agreements
   - Facilities management
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources
   - Information systems/technology
   - Legal affairs
   - Library services
   - Payroll
   - Policies and procedures
   - Public records requests

   Records with minimal retention value (transitory records) are also covered in the State Government General Records Retention Schedule (SGGRRS).

2. **Community and Technical Colleges Sector Records Retention Schedule**

   This schedule covers records that are specific or unique to community and technical colleges, such as records relating to:
   
   - Academic and career advising
   - Accreditation
   - Athletic programs
   - Campus security services
   - Curriculum and courses
   - Financial aid
   - Health services
   - Parking
   - Research
   - Student admission/enrollment
   - Student misconduct
   - Student transcripts

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov