

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:**