Summary of Changes

Central Washington University Records Retention Schedule v.1.6 (October 2022)

New Records Series Added

- Two (2) new records series have been added to this records retention schedule:
  1. **Title IX Sexual Harassment / Sex Discrimination Complaints** (DAN 22-10-69665) p.5
     “7 years after issuance of determination and completion of disciplinary action (if any) and expiration of appeal period (if any) (Non-Archival)”
     **Rationale:** To comply with Title IX requirements for formal complaints of sexual harassment (34 CFR §106.45).
  2. **Training Materials (Sexual Harassment Complaints – Title IX)** (DAN 22-10-69666) p.6
     “7 years after training materials last used (Non-Archival)”
     **Rationale:** To comply with Title IX requirements for formal complaints of sexual harassment (34 CFR §106.45).

Retention Changes

- None

Other Minor Changes

- One (1) records series has changes to its title and/or description:
  1. **Student Weapon Logs and Forms** (DAN 08-12-61893) p.57

- One (1) records series has been moved from the “Student and Campus Services – Police and Parking Services” section to the “Legacy Records” section as the records are no longer being created/received, but the existing records have not yet reached their minimum retention period:
  1. **Student Weapon Logs and Forms** (DAN 08-12-61893) p.57

Essential Designation Changes

- One (1) records series is being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
  1. **Student Weapon Logs and Forms** (DAN 08-12-61893) p.57

Archival Designation Changes

- None

Archival Series Being Revoked

- Three (3) “Archival” records series are being revoked as they are covered by another “Archival” records series:
1. **Case Files – Homicides (Solved) (DAN 15-06-68763)** covered by Case Files – Homicides (Solved) (DAN LE2010-062)
2. **Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN 15-06-68764)** covered by Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061)
3. **Case Files – Notorious/Historically Significant Cases (DAN 15-06-68766)** covered by Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060)

**Non-Archival Series Being Revoked**

- A total of seventeen (17) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. **Uniform Crime Reporting and Tallies (DAN 08-10-61890)** covered by Uniform Crime Reporting (UCR)/National Incident-Based Reporting (DAN LE03-01-47)
- Sixteen (16) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Agency Release and Waiver/Notice of Consent to Exercise Peace Officer Power (DAN 08-12-61890)** covered by Authorizations/Certifications – Human Resources (General) (DAN GS 03046)
  2. **Bicycle Registration (DAN 79-03-22170)** covered by Property Registration (DAN LE25-01-01)
  3. **Case Files – All Other Cases (DAN 15-06-68762)** covered by Case Files – Other Cases (Routine) (DAN LE2010-064)
  4. **Case Files – Juvenile Offenders (DAN 15-06-68765)** covered by Juvenile Records – Juvenile Attains Age 23 (DAN LE2015-011), Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court (DAN LE2015-008), Juvenile Records – Pardon Received from Office of the Governor (DAN LE2015-009), and Juvenile Records – Destruction Ordered by Court (DAN LE2015-010)
  5. **Case Files – Sex Offenders and Sexually Violent Offenses (DAN 15-06-68767)** covered by Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063)
  6. **Citations/Notices of Infraction Issued – All Others (DAN 15-06-68769)** covered by Citations/Notices of Infraction Issued – All Others (DAN LE07-01-06)
  8. **Citations/Notices of Infraction – Issued to Officer (DAN 79-03-22182)** covered by Citations/Notices of Infraction – Issued to Officer (DAN LE03-01-12)
  9. **Criminal History Background Check Logs (DAN 08-12-61892)** covered by Criminal Background Information Management (DAN LE07-01-11)
  10. **Emergency Blue-Light Test Log (DAN 08-10-61888)** covered by Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017)
  11. **Officer Patrol Log and Daily Activity (DAN 79-03-22183)** covered by Radio Logs (DAN LE06-01-07) and Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029)
  12. **Radio Logs (DAN 19-03-22185)** covered by Radio Logs (DAN LE06-01-07)

14. **Recordings from Mobile Devices – Incident Not Identified** (DAN 21-02-69627) covered by Recordings from Mobile Devices - Incident Not identified (Non-Body Worn Cameras) (DAN LE09-01-09)

15. **Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to RCW 42.56.240)** (DAN 21-02-69628) covered by Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN LE2016-001)

16. **Sex Offender Bulletin** (DAN 08-12-61894) covered by Sex/Kidnapping Offender Registration, Monitoring and Contacts (DAN LE20-01-03)

*Net Reduction in Record Series: 18 (from 98 series down to 80 series)*