

**Washington State Community College
Center for Student Success Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Student Disabilities Records	Notes and certifications pertaining to students who report disabilities	7 years	Hard Copies	Shred	Student Disabilities Officer	Student Disabilities Office
Tutoring Records	Notes, timesheets, and applications for student tutors	2 years	Hard Copies	Shred	Success and Transition Advisor	Tutoring Office
Interim Reports	Reports submitted by instructors to alert the Retention Coordinator of poor	2 years	Hard Copies/Electronic (email)	Shred/delete messages	Retention Coordinator	Retention Office
OSP documents	Files of former students who were accepted to the Opportunity Scholars Program	7 years	Hard Copy/Electronic	Shred, delete contents	Retention Coordinator	Learning Center
Test records	Lists of students who took tests at the make up testing center	Each Acaemic Term	Hard Copy	Shred	Program Assistant	Test Cabinet
Retention Statistics	Compiled data on student progress and retention	Indefinitely	Electronic	N/A	Retention Coordinator	Retention Office

Destruction will be done by means of shredding or via approved document destruction company with signed verification.