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

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

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