

**Washington State Community College  
Academic's Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Grade Books	Official class rosters and grades	Active Year + 3 Years	Hard Copy or Electronic	Shredded or Deleted	Full-Time Faculty	In faculty offices, copy or original supplied for Dean's office if faculty member leaves.
					Part-Time Faculty	Original or copy submitted to appropriate division office after each term.
Advising Folders	Graduates Non-Graduates	Active Year + 1 Year	Hard Copy or Electronic	Shredded or Deleted	Faculty	In faculty offices
	Independent Study Forms	Active Year + 1 Year	Hard Copy or Electronic	Shredded or Deleted	Faculty	In faculty offices
	Final Exams					
	Collected Papers					
	Assignments					
	Quizzes					
	Interim Reports Student Correspondence					
	Assessment Plans	Active Year + 6 Years	Electronic	Deleted	Faculty	On SharePoint in Assessment Folders
Course Syllabi & Outlines	Current Course Syllabi and Outlines	Active Academic Term	Hard Copy & Electronic	Shredded & Deleted	Faculty	On SharePoint and Division Office file
	Past Course Syllabi and Outlines	Five Years	Electronic			Maintained in Office of CAO on AcadArchive
	Current Audit Sheets	Active Year	Hard Copy	Shredded		On SharePoint and Division Office file

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Audit Sheets	Past Audit Sheets	10 Years	Electronic	Deleted	Program Faculty	Maintained in Office of CAO on AcadArchive
Program Reviews	Program Reviews	Active Year + 6 Years	Hard Copy & Electronic	Shredded & Deleted	Program Faculty	Dean's Office & Program Director / Coordinator's Office (discarded one year after subsequent review is completed),
Field Trip	Permission Forms	Active Year + 3 Years	Hard Copy	Shredded	Faculty	Dean's Office
	Clinical Forms	Active Year + 3 Years (or as required by accrediting agency)	Hard Copy	Shredded	Instructor	Instructor's Office
	Practicum Forms					
	Internship Forms					
	Program Acceptance Letters	Active Year + 1 Year	Hard Copy and/or Electronic	Shredded and/or Deleted	Program Faculty	Academic Program student files (also maintained in Record's Office)
	Program Non-Acceptance Letters					
Probation Letters	Academic Probation	Active Academic Term + 1 Year	Hard Copy	Shredded	Dean	Dean's Office
	Academic Dismissal					

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Program Readmission	Correspondence requesting readmission	1 Year	Hard Copy and/or Electronic	Shredded and/or Deleted	Program Faculty	For programs with selective admissions - Program Student File; Student File in Record's Office
Practical Nursing Program	Entrance Examination	1 Year	Hard Copy and/or Electronic	Shredded and/or Deleted	Program Faculty	Program Faculty Office (COMPASS and/or other entrance examinations and placement test reports maintained by Student Services)
	Placement Test Reports					
Grant Files	Awarded Grants	Active Year + 5 Years	Hard Copy and/or Electronic	Shredded and/or Deleted	Faculty & Grants Office	Originating Office and SharePoint. Files containing proposals, budgets, accounting information on grants received by faculty from federal and state agencies and private
	Non-Awarded Grants	1 Year	Electronic	Deleted		SharePoint. Applications and proposals by faculty for grants that were not funded.
General Administrative Files	Correspondence	1 Year (faculty) 3 Years (CAO, Directors, Deans, Chairs)	Hard Copy and/or Electronic	Shredded and/or Deleted	Faculty, CAO, Directors, Deans, Chairs	Faculty, CAO, Directors, Deans, Chairs Office
	Reports					
	Memoranda					
	Documenting activities of general administrative office					

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Boards/Committees	Minutes	3 Years	Electronic	Deleted	Board/Committee Chairs	SharePoint
	Member Lists					
	Official Action of Boards					
Faculty Employment Reports	Term & Year Teaching Assignments	Active Year + 6 Years	Hard Copy	Shredded	Dean	Dean's Office (faculty advancement files maintained in HR)
	Term & Year Advisory Assignments					
	Administrative Duties & Public Service					
	Employee Rank					
	Advancement Paperwork					
	Faculty Load					
Employee Evaluations	Full-Time Employees	Active Year + 6 Years	Hard Copy	Shredded	Dean	Original sent to HR, Dean's Copy shredded after subsequent
	Part-Time Employees					
	Leave Forms	1 Year	Hard Copy	Destroyed in Business Office	CAO or Dean until forwarded to the Business Office	Dean/CAO Office for current year then forwarded to Business Office each
	Performance Improvement Plans	Active Year + 3 years	Hard Copy	Shredded	Dean/CAO	Maintained in Deans/CAO office while active with copy sent to HR
	Student Complaints	Active Year + 3 Years	Hard Copy and/or Electronic	Shredded and/or Deleted	Dean	CAO Office and electronic data base
	Student Misconduct	Active Year + 3 Years	Hard Copy and/or Electronic	Shredded and/or Deleted	Dean	CAO Office and electronic data base

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	Articulation Agreements	5 Years	Hard Copy	Renewed, old copy shredded	CAO	CAO Files
	Transfer Module	5 Years	Electronic and Hard Copy	Deleted and Shredded	A&S Dean	A&S Dean's office, copy to CAO
Academic Grievances	Academic Appeals Academic Dismissal	Active Year + 6 Years	Hard Copy and Electronic	Shredded and Deleted	CAO/Deans	CAO Office, Electronic Database
Student Disciplinary Files	Judicial Appeals Judicial Dismissal	Active Year + 6 Years	Hard Copy and Electronic	Shredded and Deleted	CAO/Deans	CAO Office, Electronic Database
	Accreditation Files	Active Years + 4 Years	Hard Copy and/or Electronic	Shredded and/or Deleted	CAO	CAO Office
Destruction will be done by means of shredding or via approved document destruction company with signed verification.						