Washington State Community College Record Retention Schedule

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Transient Records	Phone & Voicemail Messages	Discard after use	Electronic and paper	Deletion, destroy	Individual employee	
	Text Messages					Individual offices and phones
	Calendars					
	Post-it-notes					
	by means of shredding or via approved d			<u> </u>		