Washington State Community College President's Office Record Retention Schedule

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Policy & Procedure Manual	Comprehensive collection of the college's policies and procedures	5 Years	Electronic Copies	N/A	President's Office	AdminNetwork
Organizational Chart	Outlay of the institutions leadership	Active + 5 Years	Electronic	N/A	President's Office	Sharepoint &
Board Minutes	Minutes of Monthly Meetings	Indefinitely	Hard Copy/Electronic	N/A	President's Office	Administration Office /AdminNetwork
Public records request for Board related items	Log sheet noting name of person requesting public record	1 Year	Hard Copy or Electronic	Destroy	President's Office	AdminNetwork
Subject Files	Files of correspondence, reports, memoranda, etc., documenting	3 Years	Hard Copy/Electronic	N/A	President's Office	Administration Office/AdminNetwork
or via approved document destruction company with signed verification.						