

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

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Veteran's Educational Benefits	VA Payment Cycle Sheets	3 years	Hard Copy	Destroy	Records Office	Records Office
	VA Rosters	7 years	Hard Copy	Destroy	Records Office	Records Office
	Enrollment Certification 22-1999	7 years from last date of certification	Hard Copy	Destroy	Records Office	Records Office
	Certificate of Eligibility					
	Change of Program/Training 22-1995					
	Application for Benefits 22-1190					
	Certificate of Release/Discharge DD-214	10 years	Hard Copy	Destroy	Records Office	Records Office
	VA Program Approval 22-1998					
VA Letter of Transmittal SAA-9						
Student Educational Records	AP/CLEP Credit	3 years from last date of attendance	Microfilm	Destroy	Records Office	Records Office
	Academic Dismissal					
	Academic Transcript (institutional)					
	Academic Forgiveness/Fresh Start					
	Articulation Credit					
	Decision of Student Academic Appeals					
	Application for Admissions (most recent)					
	Audit Option Form					
	Court Orders and Subpoenas					
	EMT (all paperwork including application, HS transcript and					
	Life Experience Credit					
	Proficiency Application					
	Selective Service					
	Transcripts from other colleges					
Transfer of Credit (if credit was accepted or not)						

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	Directory Information (FERPA Hold Form)					
	Academic Forgiveness/Fresh Start					
	Drop/Add					
Student Educational Records	Certificate of Completion	3 years from last date of attendance	Hard Copy	Destroy	Records Office	Records Office
	Change of Major					
	Course Substitution					
	High School transcript					
	Independent Study Paperwork					
	Internship Paperwork					
	Name Change (including documentation)					
	Petition for Graduation (including degree audit)					
	Prerequisite Waiver					
	Probation					
	Residency Application/Petition					
	FERPA Releases					
	Resumes					
	Returned Mail					
	Registration					
	Test Scores					
Transient Forms						
Transcript Request						
Publications	Catalog	Indefinitely	Hard Copy/Electronic Media	N/A	Records Office	Records Office
	Student Hand Book					
	Schedule of classes		Hard Copy			
	Commencement Program					

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State Reports	Board of Regents HEI Enrollment Reports	Indefinitely	Hard Copy/Microfilmed	N/A	Records Office	Records Office
	Board of Regents Enrollment Audit	10 years	Hard Copy/Microfilmed	Destroy		
In-House Reporting	FTE Edits	1 year	Microfilm	Destroy	Records Office	Records Office
	Dailey FTE/Headcount	20 years	Hard Copy	Destroy		
	Graduation Roster	Indefinitely	Hard Copy	N/A		
	Grade Roster	Indefinitely	Hard Copy/Microfilm	N/A		
	Dean's List	20 years	Hard Copy	Destroy		
	President's List	20 years	Hard Copy	Destroy		
	Probation List	20 years	Hard Copy	Destroy		
Destruction will be done by means of shredding or via approved document destruction company with signed verification.						