

**Washington State Community College  
Student Services Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
EXAMPLE - Accident Reports	Report of information relative to an accident and/or injury on the job, e-	7 Years	Hard Copy	Destroy	Human Resources	2 Years in HR and then sent to
Title IV Financial Aid School Eligibility Documents	Program Participation Agreement, Approval Letter, Eligibility and Certification Approval Report (ECAR), Application portion of FISAP, State Agency reports, Audit and Program Review findings, Self- Evaluation Reports, Accrediting and licensing agency reviews, approvals and reports, Other records, as specified in regulation, that pertain to factors of financial responsibility and standards of	While Active + 6 years	Hard Copy, or Optical Disk, or Microform, or CD-ROM, or computer file, or other media formats	Destroy	Financial Aid	Financial Aid Office

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Records Relating to Title IV Student Eligibility	Cost of Attendance information, Documentation of a student's satisfactory academic progress (SAP), Documentation of student's program of study and the courses in which the student was enrolled, Data used to establish student's admission, enrollment status, and period of enrollment, Required student certification statements and supporting documentation, Documentation of professional judgment decisions, and financial aid history information for transfer students, the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) used to determine eligibility, Application data submitted to the Department, lender, or guaranty agency by the school on behalf of the student or parent, Documentation of each student's or parent borrower's eligibility for FSA program funds (high school diploma, GED, or Ability to Benefit Test Scores, Documentation of any initial or exit loan counseling required, Documentation supporting the school's calculation of its completion or	While Active + 3 years	Hard Copy, or Optical Disk, or Microform, or CD-ROM, or computer file, or other media formats	Destroy	Financial Aid	Financial Aid Office, Admissions Office, Records Office

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Title IV Fiscal Records	Records of all FSA program transactions, bank statements for all accounts containing FSA funds, Records of student accounts, General Ledger and related subsidiary ledgers that identify FSA program transactions, Federal Work-Study payroll records, FISOP portion of FISAP, Pell Grant Statements of Accounts, Cash requests and quarterly or monthly reports from the G5 payment system, FSA program reconciliation reports, Audit reports and school responses, State grant and scholarship award rosters and reports, Records used to prepare the Income Grid on the FISAP, the calculations used to determine the amount of grant, loan, or FWS awards, Title IV Refund calculations and dates of any refunds/returns or overpayments due to or on behalf of the student	While Active + 3 years	Hard Copy, or Optical Disk, or Microform, or CD-ROM, or computer file, or other media formats	Destroy	Financial Aid Office	Financial Aid Office, Business Office
Title IV Loan Program Records	Copies of paper or electronic loan certification or origination record, loan applications, dates and amounts of disbursements on student records, documentation of the confirmation process for each academic year in which the school uses a multi-year feature of the Master Promissory Note.	While Active + 3 years	Hard Copy, or Optical Disk, or Microform, or CD-ROM, or computer file, or other media formats	Destroy	Financial Aid	Financial Aid Office, Business Office
Ohio Instructional Grant Rosters	List of students receiving grants for current academic year	While Active + 6 years	Hard Copy	Destroy	Financial Aid	Financial Aid Office

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Applications for Admission	Paper Applications for Admissions; printed copies of students' online applications for admissions	5 years, or stored permanently if the prospective student matriculates at WSCC	Hard Copy	Shred	Admissions	Student Services
High School Transcripts and GED Transcripts	Official high school transcripts and GED transcripts provided to WSCC for proof of a student's completion of a high school diploma or GED	10 years, or stored permanently if the prospective student matriculates at WSCC	Hard Copy	Shred	Admissions	Student Services
Official ACT and SAT test score records	Official copies of standardized test scores provided by either the ACT Corporation or CollegeBoard to WSCC	10 years, or stored permanently if the prospective student matriculates at WSCC	Hard Copy	Shred	Admissions	Student Services
Transient Documents	Prospect inquiry cards, Campus visit information sheets, Post-It notes with student phone numbers and other related information, etc.	1 Year	Hard Copy	Shred	Admissions	Student Services
Prospect Records	Electronic record of a student's request for information	5 years, or stored permanently if the prospective student matriculates at WSCC	Electronic, stored within institutional Colleague database	Batch purge process, performed on an annual basis	Admissions	APPLICATION Module of institutional Colleague database

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Application Records	Electronic record of a student's application for admission	5 years, or stored permanently if the prospective student matriculates at WSCC	Electronic, stored within institutional Colleague database	Batch purge process, performed on an annual basis	Admissions	APPLICATION Module of institutional Colleague database
Destruction will be done by means of shredding or via approved document destruction company with signed verification.						