## Washington State Community College Workforce Development Record Retention Schedule

Class File Folders	Non credit Contract course information/Non credit online course					
Class File Folders	information/Non credit online course					
	information including	5 Years	Hard Copy	Destroy	Workforce Development	2 Years in WD office, 3 years in storage
Purchase Orders	Department purchase orders for services/products rendored	2 Years	Hard Copy	Destroy	Workforce Development	In office
Destruction will be done by means of shredding or via approved document destruction company with signed verification.						