

This schedule applies to: The Evergreen State College

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of The Evergreen State College relating to the unique functions of the college. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to The Evergreen State College are revoked. The Evergreen State College must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on December 2, 2015.

Signature on File

**For the State Auditor:
Cindy Evans**

Signature on File

**For the Attorney General:
Isaac Williamson**

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**For the Office of Financial Management:
Shane Hamlin**

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**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 2, 2015	Major revision and consolidation of all existing disposition authorities.

For assistance and advice in applying this records retention schedule,
please contact The Evergreen State College's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

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1. AGENCY MANAGEMENT

This section covers records relating to the function of the overarching management of the College and its general administration which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to agency management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68850 Rev. 0	<p>Ballots/Consensus Documents</p> <p>Records documenting the individual votes cast by members of a TESC governing or advisory body to decide on a policy/procedure change; to determine the outcome of a DTF choice; or to select representatives or members for a committee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voted ballots; • Tally sheets. <p>Excludes meeting minutes covered by:</p> <ul style="list-style-type: none"> • <i>Minutes and Files of Policy Setting Meetings (DAN GS 10004);</i> • <i>Minutes and Files of Advisory Meetings (DAN 15-12-68851);</i> • <i>Minutes and Files of General Office Meetings (DAN GS 09009).</i> 	<p>Retain for 1 year after ballots are counted <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68851 Rev. 0	<p><i>Minutes and Files of Advisory Meetings</i> Records documenting all meetings of the College’s advisory bodies. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Meetings regulated by the Open Public Meetings Act (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by RCW 42.330.110(2)). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Indexes and other finding aids. 	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

2. FINANCIAL MANAGEMENT

This section covers records relating to the function of managing the College’s financial resources, obligations and monetary infrastructure which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to financial management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68852 Rev. 0	Combined Excise Tax Returns Records documenting Excise Tax Returns filed by the College with the State Department of Revenue.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68853 Rev. 0	Financial Disputes and Collections Records relating to the College’s financial disputes and attempts to collect funds, where civil litigation has not commenced.	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. DEVELOPMENT AND OUTREACH

The function of developing the institution and its outreach to its community. Excludes records of the Evergreen State College Foundation, a privately governed non-profit corporation.

3.1 DONATIONS/GIFTS <i>The activity of receiving gifts and donations.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68854 Rev. 0	<p>Donations/Gifts – Assets</p> <p>Records documenting non-cash donations, gifts, and sponsorships made directly to the College.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. <p>Excludes donations made to the TESC Foundation.</p>	<p>Retain for 6 years after disposition of asset <i>and</i> 6 years after fulfillment of agreement <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
15-12-68855 Rev. 0	<p>Donations/Gifts – Monetary</p> <p>Records documenting monetary donations, gifts, and sponsorships made directly to the College.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. <p>Excludes donations made to the TESC Foundation.</p>	<p>Retain for 6 years after end of fiscal year <i>and</i> 6 years after fulfillment of agreement <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>

3.1 DONATIONS/GIFTS

The activity of receiving gifts and donations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68856 Rev. 0	<p><i>Donor Information</i> Records relating to active and prospective donors to the College. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of correspondence/communications to and from donor; • Lists of previous gifts/donations made. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

3.2 FUNDRAISING

The activities associated with running campaigns to raise funds for various institution development activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68857 Rev. 0	<p>Fundraising Efforts</p> <p>Records relating to fundraising efforts by College departments, or by clubs and organizations that have been recognized by the Services and Activities Board (S&A), where the College, club, or organization itself is the beneficiary.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fundraising activities; • Advertising; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Records relating to College fundraising efforts for charity, covered by <i>Charity Fundraising (DAN GS 09021)</i>; • Records documenting fundraising efforts for charity by S&A-recognized clubs and organizations, which are not College records; • Records relating to fundraising efforts by clubs and organizations that are not recognized by the S&A, which are not College records; • Records of fundraising efforts by the TESC Foundation. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

3.3 STUDENT RECRUITMENT

The activities associated with the institution encouraging prospective students to attend the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68858 Rev. 0	<p>Recruitment/Visits – General</p> <p>Records documenting contact with and visits by prospective students, outside of athletic recruitment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to/from prospective students; • Itineraries; • Copies of high school transcript and test scores, etc. 	<p>Retain for 2 years after end of academic year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
15-12-68859 Rev. 0	<p>Recruitment/Visits – Prospective Student Athletes</p> <p>Records documenting contact with and visits by prospective student-athletes who do not enroll at the University within 5 years, used to verify and demonstrate compliance with Cascades Collegiate Conference recruitment requirements as defined in the NAIA Recruiting Rules. Includes both official and unofficial visits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications to/from prospective student-athletes; • Copies of high school transcripts and test scores; • Proof of duration of visit, including flight information, itinerary, copies of expenses, etc. <p>Excludes recruitment/visit records for prospective student athletes who do enroll at TESC within 5 years, which are covered by <i>NAIA Eligibility – Individual Student Athletes (DAN 15-12-68890)</i>.</p>	<p>Retain for 5 years after end of academic year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

4. RESEARCH

The function of investigating or inquiring into a subject of interest in order to discover or apply facts and/or principles. Research may be funded by a grant, consultancy or scholarship, or may be an unfunded act of academic scholarship undertaken within the institution. Includes activities associated with managing and administering research.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68860 Rev. 0	<p><i>Human Subjects Review Council (HSRC) – Administration and Research Oversight</i></p> <p>Records documenting the review, monitoring, and oversight of human subject research by The Evergreen State College’s Institutional Review Board (IRB), the Human Subjects Review Council (HSRC), in accordance with <u>45 CFR 46.115</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Federalwide Assurance agreement with the U.S. Department of Health & Human Services’ Office of Human Research Protections; • Written procedures for the HSRC as described in <u>45 CFR 46.103 (b)(4) and 46.103(b)(5)</u>; • HSRC member lists and credentialing, appointment letters; • Applications received, including title, name of investigators, date received, period of approval, modifications, etc., maintained in systems such as the Human Subjects Research Protocols Database; • Annual HSRC Activities Report (submitted annually to the Provost). <p>Excludes HSRC meeting records covered by <i>Minutes and Files of Policy-Setting Meetings (DAN GS 10004)</i>.</p> <p>Note: <u>45 CFR 46.115(a)</u> requires the retention of general IRB records for at least 3 years.</p>	<p>Retain for 6 years after date of document <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68861 Rev. 0	<p>Human Subjects Review Council (HSRC) – Principal Investigator Records (Research Conducted)</p> <p>HSRC records relating to investigator activities in human subject research including approved regulatory, certified exempt, completed, denied and withdrawn protocols.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Research protocols, scientific evaluations, approved sample consent documents; • Correspondence/communications between the HSRC and investigators/researchers; • Progress reports submitted by the investigator; • Reports of injuries to subjects; • Reports of unanticipated problems involving risks to subjects or others; • Reports of continuing review activities; • Statements of significant new findings provided to subjects. <p>Note: 45 CFR 46.115(b) requires the retention of IRB records relating to research conducted for at least 3 years after completion of the research.</p>	<p>Retain for 6 years after completion/termination of research</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68862 Rev. 0	<p><i>Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations</i></p> <p>Records documenting the review, monitoring, and oversight of animal research by the Institutional Animal Care and Use Committee (IACUC), in compliance with 9 CFR 2.35.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • IACUC reviews of research proposals and ongoing review activities; • Required inspections and reports; • Scientific evaluations. <p>Excludes IACUC meeting records, which are covered by <i>Minutes and Files of Policy-Setting Meetings (DAN GS 10004)</i>.</p> <p>Note: 9 CFR 2.35 requires the retention of general IACUC records for at least 3 years.</p>	<p>Retain for 6 years after date of document</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
15-12-68863 Rev. 0	<p><i>Institutional Animal Care and Use Committee (IACUC) – Research Conducted</i></p> <p>Records which relate to specific research conducted, or which document decisions pertaining to committee actions on that research.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications between IACUC and investigators/researchers; • Progress reports provided to IACUC; • Significant new findings. <p>Note: 9 CFR 2.35 requires the retention of IACUC records that relate directly to proposed activities and changes to same for at least 3 years after completion of the research.</p>	<p>Retain for 6 years after completion/termination of research</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>

5. STUDENT ADMINISTRATION

The function of administration and management of students from application for admission to enrollment in courses/programs to completion/discontinuation. Includes non-award programs and courses/units/subjects.

5.1 ADMISSIONS			
<i>The activities associated with the admission of applicants into courses/programs.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68864 Rev. 0	<p>Admissions Applications – Enrolled</p> <p>Records documenting the admissions process for all applicants who are accepted and ultimately enroll at the College.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Matriculated and non-matriculated students; • Domestic and international students; • Undergraduate, post-baccalaureate, and graduate-level programs; • Other programs, e.g., Summer Session, College English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application forms and sign-up sheets; • Copies of high school, college, and/or military transcripts; • Test scores submitted as part of the admissions process; • Financial statements and/or sponsor letter (for international students); • Transfer credit evaluations; • Related correspondence/communications. 	<p>Retain for 6 years after graduation</p> <p><i>or</i></p> <p>date of last attendance, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.1 ADMISSIONS

The activities associated with the admission of applicants into courses/programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68865 Rev. 0	<p>Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete</p> <p>Records documenting the admissions process for all applicants who are denied admission to the College, were accepted but did not enroll, or never completed the application process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Matriculated and non-matriculated students; • Domestic and international students; • Undergraduate, post-baccalaureate, and graduate-level programs; • Other programs, e.g., Summer Session, College English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application forms and sign-up sheets; • Copies of high school, college, and/or military transcripts; • Test scores submitted as part of the admissions process; • Transfer credit evaluations; • Financial statements and/or sponsor letter (for international students); • Related correspondence/communications. 	<p>Retain for 2 years after beginning of academic quarter for which applied</p> <p><i>or</i></p> <p>date of last submission, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68866 Rev. 0	<p><i>Class Registration</i> Records documenting the process of class registration for individual students. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Student name and number; • Quarter of enrollment; • Academic program or course name and numbers; • Number of credits and grade type (e.g., evaluation, audit); • Total credit hours. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Add/drop forms; • Arranged group academic contracts, independent study contracts and evening/weekend courses; • Summer workshop registrations. <p>Includes this information maintained in systems such as Banner.</p>	<p>Retain for 6 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68867 Rev. 0	<p><i>Enrollment Reports</i></p> <p>Compilations of data generated by or distributed to the Academic Administration and individual instructors regarding student enrollment, courses, grade distribution, scholarship, ethnicity of students, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Academic program or evening/weekend course enrollment count; • Class standing report; • Degrees by quarter report; • Academic probation list. <p>Includes this information maintained in systems such as Banner.</p>	<p>Retain for 2 years after end of academic quarter <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68868 Rev. 0	<p>Release of Education Records – No Prior Consent Required</p> <p>Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with 34 CFR § 99.31 and 34 CFR §99.32(d), and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • The eligible student; • A school official under 34 CFR §99.31(a)(1); • Certain parties seeking directory information under 34 CFR § 99.37; • A judicial order or subpoena under 34 CFR §99.31(a)(9)(ii)(A), (B) & (C). <p>Excludes:</p> <ul style="list-style-type: none"> • Disclosure to state and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3), covered by <i>Release of Education Records – Prior Consent or Documentation Required (DAN 15-12-68869)</i>. • Requests where prior consent is required, covered by <i>Release of Education Records – Prior Consent or Documentation Required (DAN 15-12-68869)</i>. <p>Reference: Family Educational Rights and Privacy Act (FERPA).</p>	<p>Retain for 6 years after date of release <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68869 Rev. 0	<p>Release of Education Records – Prior Consent or Documentation Required</p> <p>Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • Any party with written consent from the parent or eligible student; • State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32. <p>Reference: Family Educational Rights and Privacy Act (FERPA).</p>	<p>Retain until the education records of the student are no longer retained</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68870 Rev. 0	<p>Reporting/Filing (Mandatory) – Higher Education Enrollment</p> <p>Records relating to higher education enrollment that are required to be filed with, or submitted to, an outside agency by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence/communications, inquiries, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Enrollment and performance data submitted to the Public Centralized Higher Education Enrollment System (PCHEES); • Reports submitted annually to the Department of Education through the Integrated Post-Secondary Educational Data System (IPEDS); • Enrollment Reports submitted to the National Student Clearinghouse; • Reports submitted to the Professional Educator Standards Board (PESB). <p>Excludes records that are required to be submitted as part of an accreditation process, which are covered by <i>Accreditation Documentation (DAN 15-12-68934)</i>.</p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
15-12-68871 Rev. 0	<p>Residency Reclassification</p> <p>Records documenting individual students' efforts to change their residency status (in-state or out-of-state) for tuition purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reclassification application; • Residency questionnaires; • Supporting documentation; • Appeal and notification correspondence/communications. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.2 ENROLLMENT AND REGISTRATION

The activities associated with students' initial and continuing enrollment in a course/program of study.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68872 Rev. 0	<p><i>Student Requests for Nondisclosure of Directory Information</i></p> <p>Records documenting student requests to withhold their directory information from disclosure, in accordance with 34 CFR § 99.37.</p> <p>Reference: Family Educational Rights and Privacy Act (FERPA).</p>	<p>Retain until the education records of the student are no longer retained</p> <p><i>or</i></p> <p>until request is terminated by student</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68873 Rev. 0	<p><i>Withdrawal from the College</i></p> <p>Records documenting individual students' withdrawal from the College, including withdrawals due to illness, hardship, military exigency, or other extenuating circumstances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Official withdrawal form; • Petition for hardship withdrawal; • Related correspondence/communications. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with [RCW 28B.40.206](#). Includes the award of honorary degrees to persons external to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68874 Rev. 0	<p>Honorary Degrees</p> <p>Records documenting the conferral by the College of honorary bachelor's or master's degrees awarded to persons in recognition of their learning or devotion to education, literature, art, or science, in accordance with RCW 28B.40.206.</p> <p>Excludes Board of Trustees minutes, agendas, and meeting files covered by <i>Minutes and Files of Policy-Setting Meetings (DAN GS 10004)</i>.</p>	<p>Retain for 6 years after degree is awarded <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
15-12-68875 Rev. 0	<p>Petitions for Exception</p> <p>Requests from students to waive or substitute a graduation or degree requirement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • General Education Petition; • Petition for processing late graduation application. 	<p>Retain for 6 years after degree is awarded or date of last attendance, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with [RCW 28B.40.206](#). Includes the award of honorary degrees to persons external to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68876 Rev. 0	<p>Verification of Graduation Requirements</p> <p>Records relating to the submission and review of individual student applications for graduation, to verify that the student has fulfilled all College, general education, master, major, minor and/or certification requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Undergraduate degree applications; • Graduate degree applications; • Teaching certificate applications; • Final degree audit report; • Related correspondence/communications. 	<p>Retain for 6 years after degree is awarded or date of last attendance, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.4 MISCONDUCT

The activities associated with the management of alleged misconduct involving a breach by a student of academic and/or behavioral standards which may involve plagiarism, falsifying results, cheating, etc., and may include the imposition of a penalty.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68877 Rev. 0	<p><i>Disciplinary Investigations for Exonerated Students</i> Records documenting the investigation into possible violation of Student Conduct Code (chapter 174-123 WAC) for students who were subsequently exonerated.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Case materials; • Notice of exoneration. 	<p>Retain until completion of exoneration <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68878 Rev. 0	<p><i>Student Disciplinary Cases (Sanctions Imposed)</i> Records relating to the investigations and disciplinary actions taken pursuant to the Student Conduct Code (chapter 174-123 WAC).</p>	<p>Retain for 6 years after completion of disciplinary action and expiration of appeal period, if any <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

5.5 TRANSCRIPTS

The activities associated with the management of the official academic records of the grades achieved by a student in a course/program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68879 Rev. 0	<p><i>Transcript Requests</i> Records documenting student requests for transcripts or verification of enrollment.</p>	<p>Retain for 1 year after date submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
15-12-68880 Rev. 0	<p><i>Transcripts (Permanent Student Records)</i> Records documenting the official academic performance of individual students at the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Academic programs and courses taken; • Final portfolio with evaluations and honors received (including any evaluation changes); • Transfer and total credits; • Official name changes. <p>Includes this information maintained in systems such as Banner. <i>Note: In the event of the College ceasing to exist, the permanent student records are to be transferred to Student Achievement Council in accordance with RCW 28B.85.130.</i></p>	<p>Retain for life of agency <i>then</i> Transfer to Student Achievement Council for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

6. STUDENT AND CAMPUS SERVICES

The function of providing services to students by either the institution or another entity which has an agreement/contract with the institution. Some services may also be available to staff, faculty, and the general public.

6.1 ADVISING			
<i>The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68881 Rev. 0	<p>Academic and Career Advising – Current Students</p> <p>Records documenting advice and other services provided to students to assist them in the processes of identifying a major or graduate program, monitoring progress toward graduation, or to assist them in career planning.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake information, e.g., dates that services were provided; • Advisor notes; • Elective approval forms; • Assessments and other tools administered to identify an individual student’s interests and areas of expertise, e.g., the Strong Interest Inventory; • Related correspondence/communications. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68882 Rev. 0	<p>Career Advising – Alumni and General Public</p> <p>Records documenting advice and other services provided to alumni or other members of the public to assist them in career planning.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake information, e.g., dates that services were provided; • Advisor notes; • Assessments and other tools administered to identify an individual’s interests and areas of expertise, e.g., the Strong Interest Inventory; • Related correspondence/communications. 	<p>Retain for 2 years after most recent contact</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68883 Rev. 0	<p>Immigration/Visa Advising – Foreign Students</p> <p>Records relating to the immigration/visa status of individual foreign students, retained for advising purposes and/or to document compliance with U.S. Citizenship and Immigration Services requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intake information, e.g., dates that services were provided; • U.S. Citizenship and Immigration Services (USCIS) documentation, e.g., Certificate for Eligibility for Exchange Student Status (IAP 66) and Certificate of Eligibility for Nonimmigrant F-1 Student Status (I-20); • U.S. Customs and Border Patrol (USCBP) forms, e.g., Arrival/Departure Record (I-94); • U.S. Department of State documentation, e.g., Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019), etc.; • Student and Exchange Visitor Information System (SEVIS) reports; • Identification Documentation, e.g., passport pages with biographical information and expiration date; • Correspondence/communications with student and other schools; • Copies of financial statements and/or sponsor letter; • Copies of transfer release documents; • Copies of employment documents; • Copies of admission materials. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68884 Rev. 0	<p><i>Veteran Student Files</i> Records relating to Veterans and/or their dependents receiving educational benefits. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Veteran Tuition Waiver Forms; • Grade Reports; • Academic progress reports; • Change of course forms; • Transfer credit evaluations; • Degree audit records; • Statements of understanding; • Student account summaries; • DD214; • Transfer guide course equivalencies; • Enrollment certifications; • Certificates of Eligibility for GI Bill; • Correspondence/communications regarding VA enrollment. 	<p>Retain for 6 years after graduation or date of last attendance <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68885 Rev. 0	<p><i>Athlete Medical History</i> Records documenting the medical and treatment history for each student athlete. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical/Treatment documentation and/or reports; • Physical form; • Injury/illness report forms; • Progress notes; • Rehabilitation logs; • Waivers; • TESC letter informing student athletes of physical and insurance policy requirements; • Consent forms for medical procedures and acknowledgment of potential injury. 	<p>Retain for 7 years after no longer eligible <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68886 Rev. 0	<p><i>Athlete Medical Insurance Claims</i> Records documenting claims for reimbursement of medical bills for student athletes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Claims through the National Association of Collegiate Directors of Athletics (NACDA) excess insurance programs; • Claims through the NAIA Catastrophic Insurance Program; • Medical bills; • Medical expense logs; • HIPAA documentation. 	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68887 Rev. 0	<p><i>Athlete Recognition</i> Provides a record of athletes whose performance is worthy of note or who have received special recognition. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • List of recipients lettering in sports; • Awards; • Media coverage; • Related correspondence/communications. 	<p>Retain for 6 years after end of season <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
15-12-68888 Rev. 0	<p><i>Cascades Collegiate Conference (CCC)</i> Records documenting the College's relationship with CCC. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports; • Copies of meeting minutes; • Related correspondence/communications. 	<p>Retain for 10 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68889 Rev. 0	<p>National Association Intercollegiate Athletics (NAIA) Records documenting the College's relationship with the NAIA. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • NAIA self-studies; • NAIA legislation; • Compliance certification for staff members; • Reports; • Copies of meeting minutes; • Related correspondence/communications. 	<p>Retain for 10 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68890 Rev. 0	<p>NAIA Eligibility – Individual Student Athletes</p> <p>Records documenting an individual student athlete's compliance with NAIA eligibility requirements for participation on a sports team.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Letters of intent; • Signed NAIA student athlete statement; • NAIA Drug testing notification forms, including signed NAIA Drug Testing Consent form; • NAIA verification of drug test clearance; • Record of yearly attendance at NAIA rules review and drug meeting; • Student eligibility reports, including grades, seasons of eligibility completed, and seasons of eligibility remaining; • Copies of admissions records and transcripts; • Records documenting financial aid received by the student athlete; • Related correspondence/communications, including requests for permission to contact a student athlete for the purpose of transferring between NAIA sports programs under the one-time transfer exception. <p><i>Note: The NAIA requires a minimum 6-year retention on the NAIA Student-Athlete statement and drug-testing consent form.</i></p>	<p>Retain for 10 years after end of eligibility <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

6.2 ATHLETICS

The activities associated with the management of the institution's athletics program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68891 Rev. 0	<p>NAIA Eligibility – Sports Teams</p> <p>Records documenting a TESC sports team's compliance with NAIA eligibility requirements. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Participation rosters, including squad lists, travel rosters and NAIA championship and tournament rosters; • Records documenting eligibility certification for the team as a whole, including listings of cumulative grade point average and credits by quarter for student athletes. <p>Excludes records documenting the activities of the College's Athletic Compliance Committee, covered by <i>Minutes and Files of Policy-Setting Meetings (DAN GS 10004)</i>.</p>	<p>Retain for 10 years after end of academic year <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>

6.3 CAREER AND EMPLOYMENT SERVICES

The activities associated with providing information and assistance to students relating to student and graduate employment, career management and job search.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68892 Rev. 0	<p>Individual Placement Files</p> <p>Records compiled by individual students/graduates to document their pedagogical training, employment history, and other experiences that have contributed to their preparation for their life's work. These records are provided at the student/graduate's request to prospective employers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Options form designating a confidential or non-confidential file; • Student academic program/internship evaluations; • Letters of reference. 	<p>Retain for 30 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68893 Rev. 0	<p><i>Child and Adult Care Food Program (CACFP) Reimbursement</i></p> <p>Records documenting the Children’s Center’s (CC) eligibility for reimbursement for meals and snacks through the Child and Adult Care Food Program (CACFP).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reimbursement claims to the Office of the Superintendent of Public Instruction (OSPI); • Approval letter and application documents to participate; • Completed CACFP enrollment and eligibility forms for all children receiving meals/snacks; • Daily attendance records; • Meal counts; • Daily menus. 	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68894 Rev. 0	<p>Children’s Center – Individual Child Documentation</p> <p>Records retained in accordance with WAC 170-295-7010 documenting individual children’s enrollment and participation in the Children’s Center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Completed enrollment applications; • Completed parental consent forms (e.g., medication/treatment authorization, photo release, field trip permission, etc.); • Family or emergency contact information; • Records documenting the child’s health history; • Records documenting any illness or injury that occurs during child care hours and the treatment provided. <p><i>Note: WAC 170-295-7010 contains a detailed list of documents that are required to be retained in the individual child’s file.</i></p> <p><i>Note: WAC 170-295-7031 requires a minimum retention of 5 years.</i></p>	<p>Retain for 5 years after date of last attendance <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

6.5 CULTURAL COLLECTIONS MANAGEMENT

The activity of managing collections of art, museum specimens/artifacts and other objects which are owned by the institution or on loan to the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68895 Rev. 0	<p>Accession and Control – Cultural Collections</p> <p>Records documenting the ownership and custody of museum/gallery items and collections owned by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Acquisition (e.g., through donation, purchase, transfer, etc.); • Transfers of physical custody (e.g., item/collection loans by TESC to another institution); • Intellectual rights possessed and given (e.g., reproduction rights, publication/use rights, etc.); • Disposition/deaccession (e.g., sale, donation, etc.) <p>Excludes records documenting the loan of items and collections to the museum/gallery by other entities, covered by <i>Contracts and Agreements (DAN GS 01050)</i>.</p>	<p>Retain for 6 years after item/collection is no longer owned by agency</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
15-12-68896 Rev. 0	<p>Exhibit Files</p> <p>Records documenting the production and promotion of a museum exhibit.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Scripts; • Exhibit panels; • Flyers; • Images; • Promotional materials. 	<p>Retain for 6 years after exhibit ends</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>

6.6 DISABILITY SERVICES

The activity of providing students with disabilities an equal opportunity to fully participate in and benefit from all aspects of the employment and education environment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68897 Rev. 0	<p><i>Disability Services – Accommodations</i></p> <p>Records documenting services requested and/or provided to individual students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for services and accompanying documentation; • Agency response, including accommodations identified and provided. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.7 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68898 Rev. 0	<p>Financial Aid Reports – Internal</p> <p>Aggregate/summary records documenting disbursements and financial aid status, where not covered by a more specific record series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Summary disbursement reports (daily, weekly, monthly, etc.); • Cancellation journals. <p>Excludes:</p> <ul style="list-style-type: none"> • Required reporting covered by <i>Institutional Eligibility – Financial Aid (DAN 15-12-68899)</i>; • Aid packaging reports covered by <i>Student Aid Eligibility Determination/Tracking (DAN 15-12-68901)</i>. 	<p>Retain for 6 years after end of award year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
15-12-68899 Rev. 0	<p>Institutional Eligibility – Financial Aid</p> <p>Records documenting the College’s eligibility to participate in financial aid programs, including federal, campus-based programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fiscal Operations Report and Application to Participate (FISAP); • Required reporting, e.g., reports submitted to the Department of Education as part of the Quality Assurance process, etc. 	<p>Retain for 6 years after end of aid year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM

6.7 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68900 Rev. 0	<p>Scholarship Program History Records documenting the creation and administration of scholarship programs at TESC. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of the establishment of the fund (including administrative requirements for the scholarship, copies of wills, etc.); • Annual lists of recipients. <p>Excludes:</p> <ul style="list-style-type: none"> • Records documenting eligibility determination for scholarships, covered by <i>Student Aid Eligibility Determination/Tracking (DAN 15-12-68901)</i>. 	<p>Retain for 6 years after termination of scholarship program <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
15-12-68901 Rev. 0	<p>Student Aid Eligibility Determination/Tracking Records documenting individual student requests for financial assistance, determination of student eligibility for aid, and verification of their compliance with continuing eligibility requirements (e.g., satisfactory progress, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Loans (including short-term loans), work study, grants, scholarships, institutional waivers, etc.; • Applications for aid, e.g., Free Application for Federal Student Aid (FAFSA), General Scholarship Application (GSA), and other applications to the College and its departments for scholarships and other forms of financial assistance; • Award letters/summaries and packaging reports; • Required documentation to verify ongoing eligibility, e.g., to verify financial information reported on the FAFSA as part of the Quality Assurance process. 	<p>Retain for 6 years after student graduates or is no longer enrolled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

6.7 FINANCIAL AID

The activity of providing financial aid to students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68902 Rev. 0	<p><i>Student Aid Disbursement – TESC-Administered Gift Aid and Work Study</i></p> <p>Records documenting disbursement of individual TESC-administered gift aid, including grants, scholarships, tuition awards, institutional waivers, etc., as well as aid awarded in the form of work study.</p>	<p>Retain for 6 years after conditions of award satisfied <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
15-12-68903 Rev. 0	<p><i>Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities</i></p> <p>Records documenting disbursement of individual loan funds or gift aid where TESC disburses the funds, but is not the administrator or lender.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Direct Subsidized (Stafford) Loans; • Direct Unsubsidized (Stafford) Loans; • Direct PLUS Loans; • Private Education or Alternative Loans; • Scholarships and grants from individuals/entities that are separate from TESC. 	<p>Retain for 6 years after student graduates or is no longer enrolled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
15-12-68904 Rev. 0	<p><i>Student Aid Disbursement – Loans Administered by TESC</i></p> <p>Records documenting disbursement of individual loan funds where TESC acts as both administrator/lender and disbursing agent of the loan.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Perkins Loans; • Short-term loans. 	<p>Retain for 6 years after loan repayment, reconciliation, or assignment to the Board of Education <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

6.8 FOOD SERVICES

The activities associated with providing food for sale and the provision of food to residential students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68905 Rev. 0	<p><i>Food Service Inspections</i></p> <p>Records documenting food service inspections that are administered periodically to ensure the facility meets the required standards and regulations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inspection reports; • Correction plans; • Progress reports; • Related correspondence/communications. 	<p>Retain for 6 years after completion of inspection <i>and</i> violations (if any) corrected/resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.9 HEALTH SERVICES

The activities associated with the provision of medical/health services. Also includes the operation of clinics where students, in the course of their studies, provide services under the supervision of teaching staff and practicing professionals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68906 Rev. 0	<p>Client History – Counseling Center</p> <p>Records documenting the assignment, evaluation, and progress of individuals receiving assessment and/or counseling from the Counseling Center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Write-ups of counseling sessions; • Psychological evaluations of clients. 	<p>Retain for 8 years after date of last visit <i>and</i> 3 years after client reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
15-12-68907 Rev. 0	<p>Client History – Student Health Center</p> <p>Records documenting the medical and/or counseling history of individual students who have received services at the Health Center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Visit summaries; • X-rays; • Lab Records; • Immunizations. 	<p>Retain 8 years from date of last treatment <i>and</i> 3 years after client reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

6.9 HEALTH SERVICES

The activities associated with the provision of medical/health services. Also includes the operation of clinics where students, in the course of their studies, provide services under the supervision of teaching staff and practicing professionals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68908 Rev. 0	<p>Medical History – Non-Student/Non-Patient</p> <p>Health-related records received by the Health Center regarding individuals who do not subsequently become either students of the College or clients of the Health Center.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Authorizations for release of medical records, copies of immunization records, etc., that are submitted to the College by applicants who ultimately do not attend the College; • Authorizations for release of medical records, copies of immunization records, etc., submitted to the College by TESC faculty, staff, and/or members of the general public who do not subsequently receive services from the Health Center; • Copies of emergency room reports provided to the Health Center by other healthcare providers in relation to individuals who are not TESC students or Health Center clients; • Related correspondence/communications. <p><i>Note: If the individual subsequently becomes a client at the Health Center, these records are retained accordingly under Client History – Student Health Center (DAN 15-12-68907).</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

6.10 HOUSING SERVICES

The activities associated with the provision of places of residence for students where the residence is managed by the institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68909 Rev. 0	<p><i>Occupancy Reports</i> Records documenting the number of beds and rooms that are occupied in each residence hall at a particular point in time.</p>	<p>Retain for 2 years after end of academic quarter <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68910 Rev. 0	<p>Agency Release and Waiver/Notice of Consent to Exercise Peace Officer Power</p> <p>Authorization from various state law enforcement agencies giving the TESC Police Department consent to exercise peace officer powers within their jurisdiction. New consent forms are sent when a new chief is hired and are valid throughout their tenure unless otherwise indicated.</p>	<p>Retain for 6 years after superseded or new chief is hired <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
15-12-68911 Rev. 0	<p>Annual Crime Report Documentation</p> <p>Records documenting the agency's compliance with the requirements of 20 USC § 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Required reports, e.g., Annual Security Report (ASR) and fire report; • Public crime log; • Documentation of timely warnings and emergency notifications. 	<p>Retain for 7 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68912 Rev. 0	<p>Bicycle Registration</p> <p>Records documenting the registration of bicycles with College Police by their owners in order to deter theft and aid investigation in the event that a bicycle is stolen.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68913 Rev. 0	<p>Case Files – All Other Cases</p> <p>Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific record series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> Cases covered by <i>Case Files – Notorious/Historically Significant Cases (DAN 15-12-68917)</i>; Criminal history record information. 	<p>Retain for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68914 Rev. 0	<p>Case Files – Homicides (Solved)</p> <p>Case reports and files assembled by law enforcement in the course of investigating homicides that have been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> Cases covered by <i>Case Files – Notorious/Historically Significant Cases (DAN 15-12-68917)</i>; Criminal history record information. 	<p>Retain for 20 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68915 Rev. 0	<p>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</p> <p>Case reports and files assembled by law enforcement in the course of investigating unsolved homicides, unidentified bodies, or unfound missing persons where the case has not been solved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Cases covered by <i>Case Files – Notorious/Historically Significant Cases (DAN 15-12-68917)</i>; • Criminal history record information. 	<p>Retain for 75 years after case opened <i>and</i> until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68916 Rev. 0	<p>Case Files – Juvenile Offenders</p> <p>Case reports and files assembled by law enforcement pertaining to offenses allegedly committed by juveniles.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Criminal history record information. <p><i>Note: RCW 13.50.050(22)(a) allows for the routine destruction of records relating to juvenile offenses only when the subject has attained 23 years of age or older. Local law enforcement records relating to juvenile offenses may also be destroyed pursuant to RCW 13.50.050(17)(a) upon notification from the juvenile court that such records are eligible for destruction.</i></p>	<p>Retain until juvenile attains 23 years of age</p> <p><i>or</i></p> <p>until notification of destruction eligibility is received from the juvenile court, whichever is sooner</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68917 Rev. 0	<p>Case Files – Notorious/Historically Significant Cases</p> <p>Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Cases covered by <i>Case Files – Sex Offenders and Sexually Violent Offenses (DAN 15-12-68918)</i>; • Cases covered by <i>Case Files – Juvenile Offenses (DAN 15-12-68916)</i>; • Criminal history record information. <p><i>Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet Notorious/Historically Significant Case Files and Inmate Custody Records.</i></p>	<p>Retain until no longer needed for agency business <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68918 Rev. 0	<p>Case Files – Sex Offenders and Sexually Violent Offenses</p> <p>Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in Chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in Chapter 9A.44 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Bond and bail information; Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> Criminal history record information. <p><i>Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).</i></p>	<p>Retain for 5 years after conclusion of investigation and exhaustion of appeals process</p> <p><i>then</i></p> <p>Transfer to Washington Association of Sheriffs and Police Chiefs for permanent retention.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68919 Rev. 0	<p><i>Citations/Notices of Infraction Issued – All Others</i></p> <p>Records relating to criminal or non-criminal citations issued to alleged violators in accordance with RCW 46.64.010(4).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by <i>Citations/Notices of Infraction Issued – Driving Under the Influence (DAN 15-12-68920)</i>. 	<p>Retain for 3 years after date of issuance or completion of state auditor's report, whichever is sooner</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68920 Rev. 0	<p>Citations/Notices of Infraction Issued – Driving Under the Influence</p> <p>Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as identified in RCW 46.61.502.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Records covered by <i>Citations/Notices of Infraction Issued – All Others (DAN 15-12-68919)</i>. <p><i>Note: RCW 46.61.502 allows individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor, necessitating a minimum 10 year retention period.</i></p>	<p>Retain for 10 years after date of issuance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68921 Rev. 0	<p>Citations/Notices of Infraction – Issued to Officer</p> <p>Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voided citations/tickets; • Receipts for books and/or devices issued. 	<p>Retain for 3 years after date of issuance</p> <p><i>or</i></p> <p>until completion of State Auditor's report, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68922 Rev. 0	<p>Criminal History Background Check Logs</p> <p>Logs documenting criminal history inquiries made through Washington State Patrol's ACCESS system.</p>	<p>Retain until completion of Washington State Patrol audit <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68923 Rev. 0	<p>Emergency Blue-Light Test Log</p> <p>Records documenting regular testing by patrol officers of the various emergency blue light phones on campus to make sure they are in working condition including phone, lights, electrical, and strobe lights work and any comments.</p> <p>Excludes maintenance records covered by:</p> <ul style="list-style-type: none"> • <i>Routine Maintenance and Facility Repairs (DAN GS 21002);</i> • <i>Major Repair and Replacement Records, Buildings and Equipment (DAN GS 21008).</i> 	<p>Retain for 6 years after of end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68924 Rev. 0	<p>Lost and Found Property</p> <p>Records documenting reports of property lost by individuals so those items can be returned if found, as well as records documenting items found and turned in to College Police.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68925 Rev. 0	<p>Officer Patrol Log and Daily Activity</p> <p>Records documenting the activities of individual officers while on shift.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Date and time of activity; • Brief description of activity; • Location of activity. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Police radio log; • Log received from TCOMM 9-1-1 (regarding arrests, traffic, violations, accidents, etc.). 	<p>Retain for 5 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
15-12-68926 Rev. 0	<p>Parking Citation Fines</p> <p>Records documenting the assessment, payment, escalation, or cancellation of fines levied for parking offenses.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Parking permit information; • Vehicle registration information; • Customer information. <p>Excludes:</p> <ul style="list-style-type: none"> • Parking ticket appeals covered by <i>Parking Violation Appeals (DAN 15-12-68929)</i>. 	<p>Retain for 6 years after matter resolved</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68927 Rev. 0	Parking Permits Records documenting all new parking permits purchased by students, faculty, staff, and others who park in campus lots.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68928 Rev. 0	Parking Permit Replacement Records documenting requests by individuals to replace their parking permit due to loss, theft, or destruction. Includes, but is not limited to: <ul style="list-style-type: none"> • Reason for replacement; • Previous permit number; • Information regarding the vehicle to which permit is registered; • New permit number. 	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68929 Rev. 0	Parking Violation Appeals Records documenting parking violation ticket appeals which have been submitted to the Appeals Board for review.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68930 Rev. 0	Radio Logs Logs documenting incoming and/or outgoing emergency radio communications.	Retain for 60 days after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.11 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution's campuses and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68931 Rev. 0	<p>Sex Offender Bulletin</p> <p>Records documenting registered sex offenders who have become part of the TESC campus population.</p>	<p>Retain for 6 years after offender is no longer affiliated with the TESC campus <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68932 Rev. 0	<p>Student Weapon Logs and Forms</p> <p>Records documenting individual students' storage of their firearms with the College Police Department.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Owner identification data; • Description of firearm; • Records documenting the checkout and return of firearm. 	<p>Retain for 6 years after end of academic year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
15-12-68933 Rev. 0	<p>Uniform Crime Reporting and Tallies</p> <p>Uniform Crime Reporting statistics and tallies that have been submitted to the Washington Association of Sheriffs and Police Chiefs (WASPC).</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7. TEACHING AND LEARNING

The function of conveying knowledge to facilitate learning including curriculum planning and development, delivery, assessment, materials/resources and evaluation.

7.1 ACCREDITATION			
<i>The activity of courses/programs receiving accreditation by external organizations.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68934 Rev. 0	Accreditation Documentation Statistical, descriptive and evaluative materials necessary for a program, college or school to achieve and maintain accreditation with the professional association which sets the standards for that particular discipline (e.g., Professional Educator Standards Board (PESB) and National Council for Accreditation of Teacher Education (NCATE)).	Retain for 6 years after end of accreditation <i>or</i> until superseded by new accreditation <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68935 Rev. 0	Academic Appeals/Grievances Records documenting a student's appeal of an evaluation, or other student grievance mediated within the College.	Retain for 6 years after graduation or date of last attendance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68936 Rev. 0	Academic Forgiveness Records documenting individual students' petitions to the Registrar to amend academic performance.	Retain for 6 years after graduation or date of last attendance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-12-68937 Rev. 0	Academic Program and Coursework Evaluations/Scores/Comments Records maintained by instructor documenting individual students' performance in a course, including interim evaluations and/or comments in regard to exams, papers, projects, and/or class participation. Provides the basis for the final evaluation sent to the Registrar. Excludes student scores for tests, exams, and other assessments that are administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking required coursework, which are covered by <i>Examination Scores – Proficiency/Placement or Credit by Exam (DAN 15-12-68938)</i> .	Retain for 2 years after end of academic quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68938 Rev. 0	<p><i>Examination Scores – Proficiency/Placement or Credit by Exam</i></p> <p>Records documenting student scores on qualifying exams administered to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking pre-requisite coursework.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • College Entrance Examination Board Advanced Placement Test (AP); • College-Level Examination Program (CLEP); • Compass Placement Testing (CPT); • Mathematics Placement Tests (MPT). <p>Excludes student scores for tests, exams, and other assessments that are administered as part of a course, which are covered by <i>Academic Program and Coursework Evaluations/Scores/Comments (DAN 15-12-68937)</i>.</p>	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68939 Rev. 0	<p><i>Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam</i></p> <p>Records documenting student responses to placement examinations administered by the College or its departments to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • College-Level Examination Program (CLEP); • Compass Placement Testing (CPT); • Mathematics Placement Tests (MPT). <p>Excludes student responses for tests, exams, and other assessments that are administered as part of a course, which are covered by <i>Papers, Projects and Other Assignments by Students – Not Retrieved (DAN 15-12-68941)</i>.</p>	<p>Retain for 1 year after end of academic year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
15-12-68940 Rev. 0	<p><i>Masters’ Theses/Projects</i></p> <p>Records documenting the culminating thesis or project completed by individual graduate students to satisfy master’s degree requirements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bound copy of thesis; • Final project (e.g., model, recording, etc.) and accompanying written report. 	<p>Retain for 6 years after graduation or date of last attendance</p> <p><i>then</i></p> <p>Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68941 Rev. 0	<p><i>Papers, Projects and Other Assignments by Students – Not Retrieved</i></p> <p>Records documenting work performed and/or submitted by students in fulfillment of course or degree requirements, where the student has not retrieved the records after the end of the academic quarter.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Papers, projects, and other assignments; • Student responses to exams/tests. <p>Excludes:</p> <ul style="list-style-type: none"> • Masters' theses, projects, and comprehensive examinations covered by <i>Masters' Theses/Projects (DAN 15-12-68940)</i>; • Placement examinations administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, covered by <i>Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 15-12-68938)</i>; • Papers donated by students or by faculty with student permission to the Archives or as part of records covered by <i>Curriculum/Academic Program Histories (DAN 15-12-68946)</i>. 	<p>Retain for 1 quarter after end of academic quarter in which assignment was graded</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
15-12-68942 Rev. 0	<p><i>Reference Letters</i></p> <p>Records documenting references/recommendations prepared by TESC faculty or staff regarding individual TESC students or former students.</p>	<p>Retain for 2 years after date of reference</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68943 Rev. 0	<p><i>Student Evaluation of Instruction (SEOI)</i> Records documenting evaluations of the instructor, course and/or overall student learning environment, completed by students. Excludes copies of student evaluations that are part of:</p> <ul style="list-style-type: none"> Records covered by <i>Curriculum/Academic Program Histories (DAN 15-12-68946)</i>; Faculty's personal papers. 	<p>Retain for 5 years after end of academic year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
15-12-68944 Rev. 0	<p><i>Student Internships – Undergraduate and Graduate</i> Records documenting individual students' internship, practicum, and/or cooperative education work experiences, including where mandatory to fulfill a degree/certificate requirement. Includes, but is not limited to:</p> <ul style="list-style-type: none"> Application materials; Supervision notes, statistics of service provided each quarter, other paper generated during the internship year and copies of references written by supervisors. 	<p>Retain for 6 years after graduation or date of last attendance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.3 CLASS SCHEDULING

The activities associated with the organization, control and scheduling of classes and examinations for students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68945 Rev. 0	<p><i>Scheduling Data</i> Records documenting the scheduling of Academic Programs, courses, examinations, and other events held by/at the College, used as a reference and/or as a basis for scheduling facilities for academic activities in future quarters.</p>	<p>Retain for 3 years after end of academic year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

7.4 CURRICULUM DEVELOPMENT

The activities associated with development, approval and review of curriculum.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68946 Rev. 0	<p><i>Curriculum/Academic Program Histories</i></p> <p>These files contain all information regarding Academic Program/Group and Independent Contract and Evening/Weekend course matters (Curriculum changes, course additions, deletions, changes; special topics; course propaganda; catalog information; enrollments; class schedules).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Program syllabi; • Lecture notes; • Information handouts; • Other documentation relevant to the academic interchange between faculty and students. 	<p>Retain for 6 years after end of academic year <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
15-12-68947 Rev. 0	<p><i>Curriculum and Course Proposals (Approved/Denied)</i></p> <p>Provides documentation of the planning and development of academic courses and programs that have been approved.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Academic Program and Evening/Weekend course proposals submitted to the Academic Deans; • Topical/subject proposals provided by students, faculty and staff on the “curriculum wall” survey activity, etc. 	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and

including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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