



## Using Records Retention Schedules: How Long Do Community College Club Records Need to Be Kept?

**Purpose:** Provide guidance to community colleges on the retention of club records.

Community college club records are covered in the *State Government General and Community and Technical Colleges Records Retention Schedules*.

Here is the retention for some of the most common types of club records:

Type of Club Records	Covered By
Charter/Constitution	<b>Policies and Procedures – Agency Core Mission (DAN GS 10002)</b> <i>Retain for 6 years after end of calendar year</i> <i>then</i> <i>Transfer to Washington State Archives for appraisal and selective retention</i>
Club Council/Congress Meeting Records (for bodies other than student government, college administration, or similar entities who have budgeting authority).	<b>Governing/Executive/Policy-Setting Body Records (DAN GS 10004)</b> <i>Retain for 6 years after end of calendar year</i> <i>then</i> <i>Transfer to Washington State Archives for permanent retention</i>
Club Initiation Forms (activation, petition to charter, sanctioning, etc.)	<b>Contracts and Agreements (DAN GS 01050)</b> <i>Retain for 6 years after termination or expiration of instrument</i> <i>then</i> <i>Destroy</i>
Events (Routine)	<b>Celebrations/Ceremonies/Events – Routine (DAN GS 05008)</b> <i>Retain until no longer needed for agency business</i> <i>then</i> <i>Destroy</i>
Expenditures/Financial Records	<b>Financial Transactions – General (DAN GS 01001)</b> <i>Retain for 6 years after end of fiscal year</i> <i>then</i> <i>Destroy</i>
Fundraising Records	<b>Fundraising Efforts (DAN 20-02-69450)</b> <i>Retain for 6 years after end of fiscal year</i> <i>then</i> <i>Destroy</i>

For the full description of these types of records and other guidance, please see the *State Government General Records Retention Schedule* and the *Community and Technical Colleges Records Retention Schedule*.

**Additional advice regarding the management of public records is available from Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**