

Summary of Changes

Community and Technical Colleges Records Retention Schedule v.2.0 (February 2020)

Note: Crosswalk/Mapping from Version 1.0 to 2.0 starts on p.23

New Records Series Added

- Seventy-three (73) new records series have been added to this records retention schedule:
 1. **Academic and Career Advising – Current Students (DAN 20-02-69417) p.23**
“6 years after graduation/date of last attendance (Non-Archival)”
 2. **Academic Appeals/Grievances (DAN 20-02-69418) p.43**
“6 years after graduation/date of last attendance (Non-Archival)”
 3. **Academic Forgiveness (DAN 20-02-69419) p.43**
“6 years after graduation/date of last attendance (Non-Archival)”
 4. **Accession and Control – Cultural Collections (DAN 20-02-69420) p.32**
“Life of agency (Non-Archival)”
 5. **Accreditation (Outcomes) (DAN 20-02-69421) p.42**
“6 years after end of accreditation or until superseded by new accreditation (Archival – Permanent Retention)”
 6. **Accreditation (Applications/Maintenance) (DAN 20-02-69422) p.42**
“6 years after end of accreditation or until superseded by new accreditation (Non-Archival)”
 7. **Admissions Applications – Enrolled (DAN 20-02-69423) p.12**
“6 years after graduation/date of last attendance (Non-Archival)”
 8. **Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424) p.13**
“2 years after beginning of academic quarter for which applied/date of last submission, whichever is later (Non-Archival)”
 9. **Annual Security Report Documentation (DAN 20-02-69425) p.39**
“7 years after end of calendar year (Non-Archival)”
 10. **Athlete Medical History (DAN 20-02-69426) p.27**
“7 years after no longer eligible (Non-Archival)”
 11. **Athlete Medical Insurance Claims (DAN 20-02-69427) p.27**
“6 years after claim closed (Non-Archival)”
 12. **Athlete Recognition (DAN 20-02-69428) p.28**
“6 years after end of season (Archival – Permanent Retention)”
 13. **Athletic Conference Relations (DAN 20-02-69429) p.28**

- "10 years after end of calendar year (Non-Archival)"*
14. **Campus Childcare Center – Individual Child Documentation (DAN 20-02-69430) p.31**
"5 years after child's date of last attendance (Non-Archival)"
 15. **Career Advising – Alumni and General Public (DAN 20-02-69431) p.24**
"2 years after most recent contact (Non-Archival)"
 16. **Child and Adult Care Food Program (CACFP) Reimbursement Eligibility (DAN 20-02-69432) p.30**
"6 years after end of fiscal year (Non-Archival)"
 17. **Citations/Notices of Infraction Issued – Parking and Traffic (DAN 20-02-69433) p.39**
"3 years after date of issuance or completion of State Auditor's report, whichever is sooner (Non-Archival)"
 18. **Class Registration (DAN 20-02-69434) p.14**
"6 years after end of academic year (Non-Archival)"
 19. **Client History – Physical and/or Mental Health Services (DAN 20-02-69435) p.37**
"8 years after date of last visit and 3 years after client reaches age 18 (Non-Archival)"
 20. **Conference Eligibility – Individual Student Athletes (DAN 20-02-69436) p.29**
"10 years after end of eligibility (Non-Archival)"
 21. **Conference Eligibility – Sports Teams (DAN 20-02-69437) p.29**
"10 years after end of academic year (Non-Archival)"
 22. **Coursework Grades/Scores/Comments (DAN 20-02-69438) p.43**
"2 years after end of academic quarter (Non-Archival)"
 23. **Curriculum/Courses (DAN 20-02-69439) p.49**
"6 years after superseded (Non-Archival)"
 24. **Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) p.49**
"6 years after end of calendar year (Non-Archival)"
 25. **Disability Services – Accommodations (DAN 20-02-69441) p.33**
"6 years after graduation/date of last attendance (Non-Archival)"
 26. **Donations/Gifts – Assets (DAN 20-02-69442) p.5**
"6 years after disposal of asset and 6 years after fulfillment of agreement (Non-Archival)"
 27. **Donations/Gifts – Monetary (DAN 20-02-69443) p.5**
"6 years after end of fiscal year and 6 years after fulfillment of agreement (Non-Archival)"
 28. **Donor Information (DAN 20-02-69444) p.6**
"Until no longer needed for agency business (Non-Archival)"
 29. **Enrollment Reports (DAN 20-02-69445) p.15**

- "2 years after end of academic quarter (Non-Archival)"*
30. **Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446) p.44**
"6 years after graduation/date of last attendance (Non-Archival)"
31. **Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 20-02-69447) p.45**
"1 year after end of academic year (Non-Archival)"
32. **Exhibit Files (DAN 20-02-69448) p.32**
"6 years after exhibit ends (Non-Archival)"
33. **Financial Aid Reports – Internal (DAN 20-02-69449) p.34**
"6 years after end of award year (Non-Archival)"
34. **Fundraising Efforts (DAN 20-02-69450) p.7**
"6 years after end of fiscal year (Non-Archival)"
35. **Grade Confirmation and Class/Rank Reports (DAN 20-02-69451) p.45**
"2 years after end of academic quarter (Non-Archival)"
36. **Grade Input and Grade Changes (DAN 20-02-69452) p.45**
"6 years after end of academic quarter (Non-Archival)"
37. **Honorary Degrees (DAN 20-02-69453) p.19**
"6 years after degree is awarded (Archival – Permanent Retention)"
38. **Human Subjects Review Council (HSRC) – Administration and Research Oversight (DAN 20-02-69454) p.9**
"6 years after date of document (Non-Archival)"
39. **Human Subjects Review Council (HSRC) – Principal Investigator Records (Research Conducted) (DAN 20-02-69455) p.10**
"6 years after completion/termination of research (Non-Archival)"
40. **Immigration/Visa Advising – Foreign Students (DAN 20-02-69456) p.25**
"6 years after graduation/date of last attendance (Non-Archival)"
41. **Impounded Property (DAN 20-02-69457) p.40**
"6 years after return/disposition of property (Non-Archival)"
42. **Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations (DAN 20-02-69458) p.11**
"6 years after date of document (Non-Archival)"
43. **Institutional Animal Care and Use Committee (IACUC) – Research Conducted (DAN 20-02-69459) p.11**
"6 years after completion/termination of research (Non-Archival)"
44. **Institutional Eligibility – Financial Aid (DAN 20-02-69460) p.34**
"6 years after end of aid year (Non-Archival)"
45. **Major Applications – Approved (DAN 20-02-69461) p.15**

- "6 years after end of academic year (Non-Archival)"*
46. **Major Applications – Denied or Incomplete (DAN 20-02-69462) p.15**
"1 year after quarter of denial/date of last submission (Non-Archival)"
47. **Occupancy Reports (DAN 20-02-69463) p.38**
"2 years after end of academic quarter (Non-Archival)"
48. **Papers, Projects, and Other Assignments by Students – Not Retrieved (DAN 20-02-69464) p.46**
"1 quarter after end of academic quarter in which assignment was graded (Non-Archival)"
49. **Parking and Traffic Fines (DAN 20-02-69465) p.40**
"6 years after matter resolved (Non-Archival)"
50. **Parking Permits (DAN 20-02-69466) p.41**
"6 years after end of fiscal year (Non-Archival)"
51. **Petitions for Exception (DAN 20-02-69467) p.19**
"6 years after degree is awarded/date of last attendance (Non-Archival)"
52. **Recruitment/Visits – General (DAN 20-02-69468) p.8**
"2 years after end of academic year (Non-Archival)"
53. **Recruitment/Visits – Prospective Student Athletes (DAN 20-02-69469) p.8**
"5 years after end of academic year (Non-Archival)"
54. **Reference Letters for Students (DAN 20-02-69470) p.46**
"2 years after date of reference (Non-Archival)"
55. **Release of Education Records – No Prior Consent Required (DAN 20-02-69471) p.16**
"6 years after date of release (Non-Archival)"
56. **Release of Education Records –Prior Consent or Documentation Required (DAN 20-02-69472) p.17**
"Until the education records of the student are no longer retained (Non-Archival)"
57. **Residency Reclassification (DAN 20-02-69473) p.17**
"6 years after graduation/date of last attendance (Non-Archival)"
58. **Scheduling Data (DAN 20-02-69474) p.48**
"3 years after end of academic year (Non-Archival)"
59. **Sex Offender Bulletin (DAN 20-02-69475) p.41**
"6 years after offender is no longer affiliated with the campus (Non-Archival)"
60. **Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476) p.35**
"6 years after condition of award satisfied (Non-Archival)"
61. **Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities (DAN 20-02-69477) p.35**

- "6 years after graduation/date of last attendance (Non-Archival)"*
62. **Student Aid Disbursement – Loans Administered by the College (DAN 20-02-69478) p.35**
"6 years after loan repayment, reconciliation, or assignment to the Board of Education (Non-Archival)"
63. **Student Aid Eligibility Determination/Tracking (DAN 20-02-69479) p.36**
"6 years after graduation/date of last attendance (Non-Archival)"
64. **Student Disciplinary Investigations – Exonerated (DAN 20-02-69480) p.21**
"Until completion of exoneration (Non-Archival)"
65. **Student Disciplinary Investigations – Sanctions Imposed (DAN 20-02-69481) p.21**
"6 years after completion of disciplinary action and expiration of appeal period, if any (Non-Archival)"
66. **Student Evaluation of Instruction (SEOI) (DAN 20-02-69482) p.46**
"5 years after end of academic year (Non-Archival)"
67. **Student Internships (DAN 20-02-69483) p.47**
"6 years after graduation/date of last attendance (Non-Archival)"
68. **Student Requests for Nondisclosure of Directory Information (DAN 20-02-69484) p.18**
"Until the education records of the student are no longer retained, or until request is terminated by student (Non-Archival)"
69. **Transcript Requests (DAN 20-02-69485) p.22**
"1 year after date submitted (Non-Archival)"
70. **Transcripts (Permanent Student Records) (DAN 20-02-69486) p.22**
"Life of Agency (Non-Archival)"
71. **Verification of Graduation Requirements (DAN 20-02-69487) p.20**
"6 years after degree is awarded/date of last attendance (Non-Archival)"
72. **Veteran Student Files (DAN 20-02-69488) p.26**
"6 years after graduation/date of last attendance (Non-Archival)"
73. **Withdrawal from the College (DAN 20-02-69489) p.18**
"6 years after graduation/date of last attendance (Non-Archival)"

Retention Changes

- None

Other Minor Changes

- None

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- A total of 39 “Archival” records series are being revoked.
- Fifteen (15) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Academic Year and Fall Quarter Report (Produced by the SBCTC) (DAN CT0108.034)** covered by State Publications (DAN GS 15008)
 2. **Biographical Files (DAN CT0105.001)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
 3. **Commencement Programs (DAN CT0401.010)** covered by State Publications (DAN GS 15008)
 4. **Course Master Inventory (DAN CT0301.007)** covered by State Publications (DAN GS 15008)
 5. **Deeds, Patents, Clear Lists (DAN CT0901.001)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 6. **Newsletters and Bulletins – Internal and External (DAN CT0105.006)** covered by State Publications (DAN GS 15008)
 7. **Papers of Executive Direction (DAN CT0101.009)** covered by Policies and Procedures – Agency Core Mission (DAN GS 10002)
 8. **Press Clippings (DAN CT0105.008)** covered by Media Releases and Coverage (DAN GS 05003)
 9. **Press Releases (DAN CT0105.009)** covered by Media Releases and Coverage (DAN GS 05003)
 10. **Publications (DAN CT0105.011)** covered by State Publications (DAN GS 15008)
 11. **Reports – Annual and Biennial Reports (DAN CT0101.013)** covered by State Publications (DAN GS 15008)
 12. **Rules and Regulations (Washington Administrative Code) (DAN CT0103.010)** covered by Rule Making (Washington Administrative Code – WAC) (DAN GS 10009)
 13. **Special Studies/Projects Final Reports (DAN CT0101.015)** covered by Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) and State Publications (DAN GS 15008)
 14. **Speeches and Writings – College Presidents and Executive Director, State Board Office (DAN CT0101.016)** covered by Media Releases and Coverage (DAN GS 05003)
 15. **Water Rights Acquired by Colleges (DAN CT0901.008)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
- Nine (9) “Archival” records series are being revoked as they are covered by other “Archival” and “Non-Archival” records series:

1. **Administrative Studies and Operational Plans (DAN CT0101.002)** covered by State Publications (DAN GS 15008) (Archival); Strategic Plans – Final (Unpublished) (DAN GS 10001) (Archival); Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) (Archival); Strategic Plans – Development (DAN GS 09027) (Non-Archival); and Studies (Major) – Working Papers/Development (DAN GS 09030) (Non-Archival)
2. **Affirmative Action Plans, Policies and Procedures (DAN CT0201.006)** covered by Policies and Procedures – Agency Core Mission (DAN GS 10002) (Archival) and Policies and Procedures – Administrative Functions (DAN GS 09028) (Non-Archival)
3. **“As-Built” Construction/Remodeling Drawings (DAN CT0801.001)** covered by Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) (Archival) and Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) (Non-Archival)
4. **Minutes – Boards of Trustees, State Board and College President’s (DAN CT0101.008)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004) (Archival); Meeting Arrangements (DAN GS 09024) (Non-Archival); Meeting Materials – Ballots (DAN GS 09025) (Non-Archival); and Meeting Materials – Members’ Copies/Notes (DAN GS 09026) (Non-Archival)
5. **Planning Files – General (DAN CT0101.010)** covered by Strategic Plans – Final (Unpublished) (DAN GS 10001) (Archival); Business/Work Plans (DAN GS 09008) (Non-Archival); and Strategic Plans – Development (DAN GS 09027) (Non-Archival)
6. **Policies and Procedures – Administrative (DAN CT0101.011)** covered by Policies and Procedures – Agency Core Mission (DAN GS 10002) (Archival) and Policies and Procedures – Administrative Functions (DAN GS 09028) (Non-Archival)
7. **Reference Drawings and Files – Physical Plant Maintenance and Operations (DAN CT0801.013)** covered by Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) (Archival) and Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) (Non-Archival)
8. **Remodeling and Major Repairs Files (DAN CT0801.014)** covered by Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) (Archival); Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) (Non-Archival); Facility Systems and Equipment – Installation (DAN GS 21015) (Non-Archival); and Maintenance – Major and/or Regulated (DAN GS 21008) (Non-Archival)
9. **Student Government, Clubs and Organizations Files (DAN CT0401.042)** covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004) (Archival); Advisory Body Records (DAN GS 10015) (Archival); Meetings – Staff and Internal Committees (DAN GS 09009) (Non-Archival); Meeting Arrangements (DAN GS 09024) (Non-Archival); Meeting Materials – Ballots (DAN GS 09025) (Non-Archival); Meeting Materials – Members’ Copies/Notes (DAN GS 09026) (Non-Archival); Fundraising Efforts (DAN 20-02-69450) (Non-Archival); and Financial Transactions – General (DAN GS 01001) (Non-Archival)
- Twelve (12) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Affirmative Action Annual Reports (DAN CT0201.002)** covered by Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056)
 2. **Alumni Organization Projects (DAN CT0101.003)** covered by Donations/Gifts – Assets (DAN 20-02-69442); Donations/Gifts – Monetary (DAN 20-02-69443); Donor Information (DAN 20-02-69444); and Fundraising Efforts (DAN 20-02-69450)
 3. **Attorney General Letters (DAN CT0103.001)** covered by Legal Advice and Issues (DAN GS 18003)
 4. **Attorney General Opinions (DAN CT0103.002)** covered by Legal Advice and Issues (DAN GS 18003)
 5. **Contracts and Agreements (DAN CT0101.006)** covered by Contracts and Agreements (DAN GS 01050)

6. **Curriculum/Course Proposals – Approved (DAN CT0301.008)** covered by Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) and Curriculum/Courses (DAN 20-02-69439)
 7. **Endowment Fund Records (DAN CT0101.004)** covered by Donations/Gifts – Assets (DAN 20-02-69442); Donations/Gifts – Monetary (DAN 20-02-69443); Donor Information (DAN 20-02-69444); and Fundraising Efforts (DAN 20-02-69450)
 8. **Evaluation Files – Course/Program (DAN CT0301.010)** covered by Performance Evaluations – Employee (DAN GS 03002) and Student Evaluation of Instruction (SEOI) (DAN 20-02-69482)
 9. **Legal Issue Files (DAN CT0103.003)** covered by Legal Advice and Issues (DAN GS 18003)
 10. **Photographs/Negatives, Graphics and Visual Resources (DAN CT0105.007)** covered by Publications – Development (DAN GS 15009)
 11. **Program Files – Special Programs (DAN CT0301.014)** covered by Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) and Curriculum/Courses (DAN 20-02-69439)
 12. **Seminars, Short Courses, Conferences, Conventions Sponsored by the Institution (DAN CT0301.015)** covered by Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) and Curriculum/Courses (DAN 20-02-69439)
- Three (3) “Archival” records series are being revoked as the records are more appropriately covered by other records series based on the function/content of the record:
 1. **Correspondence – Executive Level (DAN CT0101.007)**
 2. **Electronic Mail (E-Mail) Messages Which Are Usually Public Records (DAN CT0110.001)**
 3. **Subject Files – Administration (DAN CT0101.017)**

Non-Archival Series Being Revoked

- A total of 304 “Non-Archival” records series are being revoked.
- Five (5) “Non-Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Course Catalogs (DAN CT0401.014)** covered by State Publications (DAN GS 15008)
 2. **Land Appraisals (DAN GS CT0901.004)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 3. **Land Condemnations (DAN GS CT0901.005)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 4. **Lands Escheated to the State (DAN GS CT0901.006)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 5. **Scholarships – Awarded (DAN CT0401.040)** covered by Establishment/Development History of Agency/Programs (DAN GS 10013)
- Ten (10) “Non-Archival” records series are being revoked as they are covered by other “Archival” and “Non-Archival” records series:
 1. **Accreditation Documentation (DAN CT0101.001)** covered by Accreditation (Outcomes) (DAN 20-02-69421) (Archival) and Accreditation (Applications/Maintenance) (DAN 20-02-69422) (Non-Archival)
 2. **Accreditation Documentation – Programs (DAN CT0301.001)** covered by Accreditation (Outcomes) (DAN 20-02-69421) (Archival) and Accreditation (Applications/Maintenance) (DAN 20-02-69422) (Non-Archival)

3. **Calendars – Chief Executive (DAN CT0101.005)** covered by Calendars – Elected Officials and Agency Heads (DAN GS 10008) (Archival); Organizing/Monitoring Work in Progress (DAN GS 50011) (Non-Archival); and Scheduling – Appointments/Meetings (DAN GS 50014) (Non-Archival)
 4. **Incident/Complaint Report (DAN CT0109.006)** covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008) (Non-Archival)
 5. **Land Acquisition Documentation (DAN GS CT0901.002)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) (Archival) and Business/Work Plans (DAN GS 09008) (Non-Archival)
 6. **Land Administration Files (DAN GS CT0901.003)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) (Archival) and Business/Work Plans (DAN GS 09008) (Non-Archival)
 7. **Legislation – Requested by SBCTC/Colleges (DAN CT0103.004)** covered by Legislation – Development and Analysis (DAN GS 19001) (Archival) and Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) (Non-Archival)
 8. **Legislative Bill Files (DAN CT0103.005)** covered by Legislation – Development and Analysis (DAN GS 19001) (Archival) and Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) (Non-Archival)
 9. **Legislative Correspondence (DAN CT0103.007)** covered by Legislation – Development and Analysis (DAN GS 19001) (Archival) and Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) (Non-Archival)
 10. **Property Disposal Request (DAN CT0601.018)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) (Archival) and Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) (Non-Archival)
- Two hundred seventy-nine (279) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Acceptance Letters – Special Instructional Programs (DAN CT0401.001)** covered by Admissions Applications – Enrolled (DAN 20-02-69423) and Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424)
 2. **Accident/Injury Reports – Employees (Non-Recordable Cases) (DAN CT0109.001)** covered by Safety Records (DAN GS 03050)
 3. **Accident/Injury Reports – Employees (Recordable Cases) (DAN CT0109.002)** covered by Injury Claims (DAN GS 03015); Injury Claims – Eye Injuries (DAN GS 03016); and Litigation Case Files – Routine (DAN GS 18004)
 4. **Accident/Injury Reports – Students and Visitors (DAN CT0109.003)** covered by Accidents/Incidents – No Claim Filed (Age 18 and Over) (DAN GS 18008); Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS 18007); and Litigation Case Files – Routine (DAN GS 18004)
 5. **Accommodations File (DAN CT0201.001)** covered by Personnel – Health-Related Records (Routine) (DAN GS 03054) and Injury Claims (DAN GS 03015)
 6. **Accounts Payable – Distribution of (DAN CT0601.001)** covered by Financial Transactions – General (DAN GS 01001)
 7. **Accounts Receivable and Accounts Payable Reports (FMS Report Prefix BM) (DAN CT0603.001)** covered by Financial Transactions – General (DAN GS 01001)
 8. **Acquisition Records – Annual (DAN CT0501.001)** covered by Collection Control (DAN GS 15023)
 9. **ADA Accommodations (DAN CT0401.002)** covered by Disability Services – Accommodations (DAN 20-02-69441)

10. **Ad Hoc Query Reports Accessing MIS Data Bases (DAN CT0108.035)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
11. **Admission or Readmission (Reentry) Applications (DAN CT0401.003)** covered by Admissions Applications – Enrolled (DAN 20-02-69423) and Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424)
12. **Advisor’s Files (DAN CT0401.004)** covered by Academic and Career Advising – Current Students (DAN 20-02-69417) and Veteran Student Files (DAN 20-02-69488)
13. **Affidavit of Forged Endorsement (DAN CT0601.002)** covered by Financial Transactions – General (DAN GS 01001) and Financial Disputes and Collections (DAN GS 01003)
14. **Affirmative Action Complaints/Suits (DAN CT0201.003)** covered by Complaints and Grievances – Upheld (DAN GS 03003) and Complaints and Grievances – Exonerated (DAN GS 03006)
15. **Affirmative Action Job Announcement Mailing List (DAN CT0201.004)** covered by Contact Information (DAN GS 50007)
16. **Affirmative Action Master Position File (DAN CT0201.005)** covered by Recruitment – Employee (DAN GS 03012)
17. **Agreements for Programs or Curriculum (DAN CT0301.002)** covered by Contracts and Agreements (DAN GS 01050)
18. **Allotments (DAN CT0107.001)** covered by Allotment Management and Budget Development (DAN GS 01040)
19. **Annual Budget Reports (FMS Report Prefix BA) (DAN CT0603.002)** covered by Financial Transactions – General (DAN GS 01001)
20. **Appeals Files – Washington Department of Personnel (DAN CT0201.008)** covered by Complaints and Grievances – Upheld (DAN GS 03003) and Complaints and Grievances – Exonerated (DAN GS 03006)
21. **Applicant Flow Data File (DAN CT0201.009)** covered by Recruitment – Employee (DAN GS 03012)
22. **Application Files – Classified Staff – Not Hired (DAN CT0201.010)** covered by Recruitment – Employee (DAN GS 03012)
23. **Applications – Faculty and Exempt – Not Hired (DAN CT0201.011)** covered by Recruitment – Employee (DAN GS 03012)
24. **Articulation Files – Course (DAN CT0301.003)** covered by Contracts and Agreements (DAN GS 01050)
25. **Articulation Files – Program (DAN CT0301.004)** covered by Contracts and Agreements (DAN GS 01050)
26. **Asset Depreciation Reports (DAN CT0801.002)** covered by Inventories – Capital Assets (DAN GS 16008)
27. **Athletic Eligibility File (DAN CT0401.005)** covered by Conference Eligibility – Individual Student Athletes (DAN 20-02-69436)
28. **Attendance Books – Instructors (DAN CT0401.006)** covered by Coursework Grades/Scores/Comments (DAN 20-02-69438)
29. **Attendance Change Forms/Appeals and Grievance Files (DAN CT0401.007)** covered by Academic Appeals/Grievances (DAN 20-02-69418)
30. **Attendance Files (DAN CT0202.001)** covered by Attendance and Leave Records (DAN GS 03030)
31. **Attendance Sheets/Verifications (DAN CT0401.008)** covered by Enrollment Reports (DAN 20-02-69445)
32. **Audit Trail Files (DAN CT0108.001)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
33. **Audits (Internal) – Final Audit or Examination Report (DAN CT0104.002)** covered by Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)

34. **Audits (Internal) – Working Papers and Reports (DAN CT0104.001)** covered by Internal Audits/Consultations – Development (DAN GS 04010) and Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
35. **Banking Records (DAN CT0601.003)** covered by Banking – Accounts and Transactions (DAN GS 01013) and Banking – Deposited Items (DAN GS 01068)
36. **Bibliographic Records (DAN CT0501.002)** covered by Catalog (DAN GS 15021)
37. **Bid Documents (DAN CT0601.004)** covered by Bids and Proposals – Successful (DAN GS 06004) and Bids and Proposals – Unsuccessful (DAN GS 06007)
38. **Borrower/Patron Information (DAN CT0501.003)** covered by Circulation (DAN GS 15022)
39. **Building Key Records (DAN CT0109.004)** covered by Authorization – Building/Facility Access (DAN GS 25001)
40. **Bulk Rate Mailings – Statement of (DAN CT0602.001)** covered by Mail Delivery and Receipt (DAN GS 13003)
41. **Camera-Ready Copies and Printing Masters (DAN CT0105.002)** covered by Publications – Development (DAN GS 15009)
42. **Capital Assets Management System (CAMS) (DAN CT0801.003)** covered by Inventories – Capital Assets (DAN GS 16008)
43. **Capital Budget Requests – Districts (DAN CT0107.002)** covered by Allotment Management and Budget Development (DAN GS 01040)
44. **Capital Project Analysis File – SBCTC (DAN CT0107.003)** covered by Allotment Management and Budget Development (DAN GS 01040)
45. **Capital Project Request for the Community and Technical College System (DAN CT0107.004)** covered by Allotment Management and Budget Development (DAN GS 01040)
46. **Cash Receipts Journal Summary (DAN CT0601.005)** covered by Financial Transactions – General (DAN GS 01001)
47. **Check Register – When Not Used as a Summary (DAN CT0601.006)** covered by Financial Transactions – General (DAN GS 01001)
48. **Check Register – When Used as a Summary (DAN CT0601.007)** covered by Financial Transactions – General (DAN GS 01001)
49. **Circulation Records (DAN CT0501.004)** covered by Circulation (DAN GS 15022)
50. **Claims Warrant Register (DAN CT0601.008)** covered by Financial Disputes and Collections (DAN GS 01003)
51. **Class Schedules and Flyers Announcing Workshops, Short-Courses, Mini-Sessions, Seminars, Conferences, Etc. (DAN CT0401.009)** covered by Curriculum/Courses (DAN 20-02-69439) and Scheduling Data (DAN 20-02-69474)
52. **Complaint File – Students (DAN CT0401.012)** covered by Academic Appeals/Grievances (DAN 20-02-69418); Complaints and Grievances – Upheld (DAN GS 03003); Complaints and Grievances – Exonerated (DAN GS 03006); and Client/Customer Feedback and Complaints (DAN GS 09016)
53. **Computer Run Scheduling Records (DAN CT0108.002)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
54. **Computer Usage Files (DAN CT0108.003)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
55. **Contracts for Purchases, Purchased Services, Leases or Rentals (DAN CT0601.009)** covered by Contracts and Agreements (DAN GS 01050)
56. **Cooperative Work Experience Request File (DAN CT0401.013)** covered by Secondary (Duplicate) Copies (DAN GS 50005)

57. **Correspondence – General (DAN CT0102.001)** covered by Provision of Advice, Assistance or Information (DAN GS 09022) and Informational Notifications/Communications (DAN GS 50001)
58. **Course History Files (DAN CT0301.006)** covered by Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) and Curriculum/Courses (DAN 20-02-69439)
59. **Course Repeat Record (DAN CT0401.015)** covered by Class Registration (DAN 20-02-69434)
60. **Course Reports (MIS-2) – Final Reports for Each Quarter and Academic Year (DAN CT0108.036)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
61. **Course Waiver, and/or Advanced Standing, and Graduation Petitions (DAN CT0401.016)** covered by Petitions for Exception (DAN 20-02-69467); Verification of Graduation Requirements (DAN 20-02-69487); Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446); and Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 20-02-69447)
62. **Curriculum Committee Reports (DAN CT0301.005)** covered by Curriculum/Courses (DAN 20-02-69439)
63. **Curriculum/Course Proposals – Not Approved (DAN CT0301.009)** covered by Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440)
64. **Custodial Files (DAN CT0801.004)** covered by Maintenance – Minor Non-Regulated (DAN GS 21002)
65. **Data Documentation (DAN CT0108.004)** covered by Applications/Systems – Technical Design (DAN GS 14001)
66. **Data or Database Dictionary Reports (DAN CT0108.005)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
67. **Data Processing Operating Procedures (DAN CT0108.006)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
68. **Department of Information Services (DIS) Customer Service Agreement (DAN CT0111.001)** covered by Contracts and Agreements (DAN GS 01050)
69. **Destruction (Scratch) Reports (DAN CT0108.007)** covered by Destruction of Public Records (DAN GS 11005)
70. **Disaster Preparedness and Recovery Plans (DAN CT0108.008)** covered by Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010)
71. **Disciplinary/Academic Actions – Students (DAN CT0401.017)** covered by Student Disciplinary Investigations – Sanctions Imposed (DAN 20-02-69481) and Student Disciplinary Investigations – Exonerated (DAN 20-02-69480)
72. **Disposition Notices (DAN CT0112.001)** covered by Destruction of Public Records (DAN GS 11005); Transfer of Legal Custody (DAN GS 11001); and Records Control (DAN GS 11009)
73. **DTR-9: In-Process Reports (DAN CT0604.001)** covered by Financial Transactions – General (DAN GS 01001)
74. **Employee Files – Faculty (DAN CT0201.012)** covered by Personnel – Employment History Files (DAN GS 03042); Benefits Enrollment and Participation (DAN GS 03048); Retirement Verification (DAN GS 03032); and Training Files – Employee (DAN GS 22003)
75. **Employee Files – Staff – Includes Temporary Employees (DAN CT0201.013)** covered by Personnel – Employment History Files (DAN GS 03042); Benefits Enrollment and Participation (DAN GS 03048); Retirement Verification (DAN GS 03032); and Training Files – Employee (DAN GS 22003)

76. **Employee Payroll Files (DAN CT0202.002)** covered by Payroll Files – Employee Pay History (DAN GS 03031)
77. **Employee Retirement Records (DAN CT0202.003)** covered by Retirement Verification (DAN GS 03032)
78. **Employee Rules and Regulations (DAN CT0201.014)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
79. **Employment Inquiries (DAN CT0201.015)** covered by Applications/Resumes – Unsolicited (DAN GS 03022)
80. **Employment Program Records – Special Programs (i.e. CETA, WIN, etc.) (DAN CT0201.016)** covered by Grants Received by Agency (DAN GS 23004)
81. **Employment Records – Tutors (DAN CT0201.017)** covered by Personnel – Employment History Files (DAN GS 03042); Benefits Enrollment and Participation (DAN GS 03048); Retirement Verification (DAN GS 03032); and Training Files – Employee (DAN GS 22003)
82. **Employment Register File – Classified (DAN CT0201.018)** covered by Recruitment – Employee (DAN GS 03012)
83. **Encumbrance and Liquidation Records (DAN CT0601.010)** covered by Financial Transactions – General (DAN GS 01001) and Allotment Management and Budget Development (DAN GS 01040)
84. **Enrollment (Includes Tolerance Bands) Allocations (DAN CT0107.005)** covered by Allotment Management and Budget Development (DAN GS 01040)
85. **Enrollment Audit Files (DAN CT0107.008)** covered by Corrective Actions – Audits (DAN GS 04007); Corrective Actions – Audits (Development of Plans) (DAN GS 04008); External Audits/Reviews of Agency – Final Reports (DAN GS 04006); External Audits/Reviews of Agency – Interactions (DAN GS 04009); Internal Audits/Consultations – Development (DAN GS 04010); and Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
86. **Enrollment Plan/Requests Analysis File – SBCTC (DAN CT0107.006)** covered by Allotment Management and Budget Development (DAN GS 01040)
87. **Enrollment Plans/Requests – Districts (DAN CT0107.007)** covered by Allotment Management and Budget Development (DAN GS 01040)
88. **Enrollment Verifications (DAN CT0401.018)** covered by Transcript Requests (DAN 20-02-69485)
89. **Equipment and Furniture Inventories (DAN CT0801.005)** covered by Inventories – Capital Assets (DAN GS 16008)
90. **Escrow Agreements (DAN CT0601.011)** covered by Contracts and Agreements (DAN GS 01050)
91. **Evaluations – Non-Faculty Employees (DAN CT0201.019)** covered by Performance Evaluations – Employee (DAN GS 03002) and Performance Evaluations – Supervisor Preparation (DAN GS 03024)
92. **Evaluations – Faculty (DAN CT0201.020)** covered by Performance Evaluations – Employee (DAN GS 03002) and Student Evaluation of Instruction (SEOI) (DAN 20-02-69482)
93. **Events and Activities Flyers/Announcements (DAN CT0401.011)** covered by Celebrations/Ceremonies/Events – Routine (DAN GS 05008)
94. **Facilities, Land and Equipment Reports – Final Report for Each Quarter (DAN CT0108.037)** covered by Inventories – Capital Assets (DAN GS 16008)
95. **Facilities Request File – Use of (DAN CT0102.002)** covered by Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003)
96. **Federal Reports (DAN CT0108.038)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)

97. **Federal Time Keeping/Time and Effort (DAN CT0202.004)** covered by Grants Received by Agency (DAN GS 23004)
98. **Film Requests – Forms and Booking Information (DAN CT0501.007)** covered by Circulation (DAN GS 15022)
99. **Finance Reports (DAN CT0108.039)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
100. **Financial Aid Awards (DAN CT0401.019)** covered by Financial Aid Reports – Internal (DAN 20-02-69449); Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476); Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities (DAN 20-02-69477); and Student Aid Disbursement – Loans Administered by the College (DAN 20-02-69478)
101. **Finding Aids, Indexes and Tracking Systems (DAN CT0108.009)** covered by Records Control (DAN GS 11009)
102. **Fiscal Policies and Procedures (DAN CT0601.013)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
103. **Fixed Assets Inventory Files (DAN CT0801.007)** covered by Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) and Inventories – Capital Assets (DAN GS 16008)
104. **Foreign Student Forms (DAN CT0401.020)** covered by Immigration/Visa Advising – Foreign Students (DAN 20-02-69456)
105. **Form Order Requests (DAN CT0112.009)** covered by Financial Transactions – General (DAN GS 01001)
106. **Forms History Files (DAN CT0112.008)** covered by Forms – Master Set (DAN GS 12005); Forms – Development (DAN GS 12001); and Forms – Accountable (DAN GS 12004)
107. **Forms Inventory File (DAN CT0112.010)** covered by Forms – Inventory Files (DAN GS 12003)
108. **General Ledger (DAN CT0601.014)** covered by Financial Transactions – General (DAN GS 01001)
109. **General Ledger Reports (FMS Report Prefix GA) (DAN CT0603.003)** covered by Financial Transactions – General (DAN GS 01001)
110. **Grade Book – Instructors (DAN CT0401.021)** covered by Coursework Grades/Scores/Comments (DAN 20-02-69438)
111. **Grade Change Forms/Appeals and Grievance Files (DAN CT0401.022)** covered by Academic Appeals/Grievances (DAN 20-02-69418)
112. **Grade Sheets/Verifications (DAN CT0401.023)** covered by Coursework Grades/Scores/Comments (DAN 20-02-69438)
113. **Graduation Applications – Degrees, Certificates (DAN CT0401.024)** covered by Verification of Graduation Requirements (DAN 20-02-69487)
114. **Graduation Authorizations (DAN CT0401.025)** covered by Verification of Graduation Requirements (DAN 20-02-69487)
115. **Grants and Contract and Capital Project Budget Reports (FMS Report Prefix PM) (DAN CT0603.004)** covered by Financial Transactions – General (DAN GS 01001)
116. **Grants Denied (DAN CT0701.001)** covered by Grants Issued by Agency – Applications (Denied) (DAN GS 23002) and Grants Received by Agency – Unsuccessful Applications (DAN GS 23006)
117. **Grants Issued by the Federal Government (DAN CT0701.002)** covered by Grants Received by Agency (DAN GS 23004) and Grants Issued by Agency – Applications (Successful) (DAN GS 23001)
118. **Grants Issued by the State/SBCTC (DAN CT0701.003)** covered by Grants Issued by Agency – Applications (Successful) (DAN GS 23001); Grants Issued by Agency – Program Administration (DAN GS 23003); and Grants Received by Agency (DAN GS 23004)

119. **Grievance Files (Does Not Include Affirmative Action Complaints) (DAN CT0201.021)** covered by Complaints and Grievances – Upheld (DAN GS 03003) and Complaints and Grievances – Exonerated (DAN GS 03006)
120. **Help Desk Telephone Logs and Reports (DAN CT0108.010)** covered by Helpdesk Requests (DAN GS 14029)
121. **High School Release (DAN CT0401.026)** covered by Admissions Applications – Enrolled (DAN 20-02-69423) and Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424)
122. **Holiday Schedule – Classified/Administrative (DAN CT0201.022)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
123. **Honor Roll Students (DAN CT0401.027)** covered by Grade Confirmation and Class/Rank Reports (DAN 20-02-69451)
124. **Impound Records (DAN CT0109.005)** covered by Impounded Property (DAN 20-02-69457) and Lost and Found Property (DAN GS 21012)
125. **Indebtedness of State of Washington to a Deceased Employee – Claim of (DAN CT0601.015)** covered by Financial Disputes and Collections (DAN GS 01003) and Litigation Case Files – Routine (DAN GS 18004)
126. **Information – Requests for (DAN CT0102.003)** covered by Provision of Advice, Assistance or Information (DAN GS 09022) and Requests for Basic/Routine Agency Information (DAN GS 50002)
127. **Input Documents (DAN CT0108.011)** covered by Records Documented as Part of More Formalized Records (DAN GS 50012) and Secondary (Duplicate) Copies (DAN GS 50005)
128. **Instructional Calendars – Faculty (DAN CT0301.011)** covered by Scheduling Data (DAN 20-02-69474)
129. **Instructor Office Hours (DAN CT0301.012)** covered by Contracts and Agreements (DAN GS 01050)
130. **Intercollegiate Athletic Insurance (DAN CT0106.001)** covered by Contracts and Agreements (DAN GS 01050)
131. **Intercollegiate Athletic Insurance Claims (DAN CT0106.002)** covered by Athlete Medical Insurance Claims (DAN 20-02-69427)
132. **Interlibrary Loan Requests (Excludes Requests for Copies of Periodical Articles Published Within Last Five Years) (DAN CT0501.008)** covered by Collection Control (DAN GS 15023) and Financial Transactions – General (DAN GS 01001)
133. **Interlibrary Loan Request for Photocopies of Periodical Articles Published Within Five Years Prior to Date of Request) (DAN CT0501.009)** covered by Collection Control (DAN GS 15023) and Financial Transactions – General (DAN GS 01001)
134. **Internal Revenue Reports (DAN CT0202.005)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
135. **Job Announcement Record (DAN CT0201.023)** covered by Recruitment – Employee (DAN GS 03012)
136. **Job Cost Accounting Files – Maintenance Work Order Files and Logs (DAN CT0801.008)** covered by Maintenance – Minor Non-Regulated (DAN GS 21002); Maintenance – Major and/or Regulated (DAN GS 21008); and Financial Transactions – General (DAN GS 01001)
137. **Job Element Examination (DAN CT0201.024)** covered by Recruitment – Employee (DAN GS 03012)
138. **Job Files – Duplication Services (DAN CT0105.003)** covered by Publications – Development (DAN GS 15009)
139. **Job Files – Publications (DAN CT0105.004)** covered by Publications – Development (DAN GS 15009)
140. **Job Log (DAN CT0105.005)** covered by Publications – Development (DAN GS 15009)
141. **Job Placement Forms – Part Time, Full-Time (DAN CT0401.028)** covered by General Information – External (DAN GS 50004)

142. **Journal Vouchers (DAN CT0601.016)** covered by Financial Transactions – General (DAN GS 01001)
143. **Lands Inventory (DAN CT0901.007)** covered by Inventories – Capital Assets (DAN GS 16008)
144. **Lease Files (DAN CT0801.009)** covered by Contracts and Agreements (DAN GS 01050)
145. **Legislative Contact Reports (DAN CT0103.006)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
146. **Letters of Recommendation (DAN CT0401.029)** covered by Admissions Applications – Enrolled (DAN 20-02-69423) and Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424)
147. **Letters of Reference (DAN CT0401.030)** covered by Reference Letters for Students (DAN 20-02-69470)
148. **Liability (Personal Injury) Insurance (DAN CT0106.003)** covered by Contracts and Agreements (DAN GS 01050)
149. **Mail Pickup and Delivery Records (DAN CT0602.003)** covered by Mail Delivery and Receipt (DAN GS 13003)
150. **Mailing Book (DAN CT0602.005)** covered by Mail Delivery and Receipt (DAN GS 13003)
151. **Mailing with Permit Imprints – Statement of (DAN CT0602.006)** covered by Mail Delivery and Receipt (DAN GS 13003)
152. **Maintenance and Repair Records – Equipment (DAN CT0801.010)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002)
153. **Maintenance and Repair Records – Motor Vehicles (DAN CT0801.011)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002)
154. **Major/Program Change Authorizations (DAN CT0401.031)** covered by Major Applications – Approved (DAN 20-02-69461) and Major Applications – Denied or Incomplete (DAN 20-02-69462)
155. **Microfilm Services (DAN CT0112.002)** covered by Contracts and Agreements (DAN GS 01050)
156. **MIS Reporting Requirements (DAN CT0108.040)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
157. **Monthly Reports (DAN CT0604.002)** covered by Financial Transactions – General (DAN GS 01001) and Allotment Management and Budget Development (DAN GS 01040)
158. **Name Change Authorizations (DAN CT0401.032)** covered by Transcripts (Permanent Student Records) (DAN 20-02-69486)
159. **Network Circuit Inventories (DAN CT0108.012)** covered by Network – Design and Build (DAN GS 14031)
160. **Network Implementation Project Files (DAN CT0108.013)** covered by Network – Design and Build (DAN GS 14031)
161. **Network or Circuit Installation and Service Files (DAN CT0108.014)** covered by Facility Systems and Equipment – Installation (DAN GS 21015); Maintenance – Major and/or Regulated (DAN GS 21008); and Maintenance – Minor Non-Regulated (DAN GS 21002)
162. **Network Usage Files (DAN CT0108.015)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
163. **Network Usage Reports (DAN CT0108.016)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
164. **Nondisclosure of Directory Information (DAN CT0401.033)** covered by Student Requests for Nondisclosure of Directory Information (DAN 20-02-69484)
165. **Obligations of Patrons – Outstanding (DAN CT0501.005)** covered by Financial Disputes and Collections (DAN GS 01003)

- 166. **OFM Student Reports – Final Reports for Each Quarter (DAN CT0108.041)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
- 167. **On-Line Information Service – Usage Record Log (DAN CT0501.010)** covered by Financial Transactions – General (DAN GS 01001)
- 168. **Operating Budget Allocations (DAN CT0107.009)** covered by Allotment Management and Budget Development (DAN GS 01040)
- 169. **Operating Budget Analysis Files – SBCTC (DAN CT0107.010)** covered by Allotment Management and Budget Development (DAN GS 01040)
- 170. **Operating Budget Request for the Community and Technical College System (DAN CT0107.011)** covered by Allotment Management and Budget Development (DAN GS 01040)
- 171. **Operating Budget Requests – Districts (DAN CT0107.012)** covered by Allotment Management and Budget Development (DAN GS 01040)
- 172. **Operating System and Hardware Conversion Plans (DAN CT0108.017)** covered by Business/Work Plans (DAN GS 09008)
- 173. **Operational Plans – Routine (DAN CT0102.004)** covered by Business/Work Plans (DAN GS 09008)
- 174. **OSHA/WISHA Claims – Department of Labor and Industries (DAN CT0106.004)** covered by Injury Claims (DAN GS 03015); Injury Claims – Eye Injuries (DAN GS 03016); and Litigation Case Files – Routine (DAN GS 18004)
- 175. **Parking Citations File (DAN CT0401.034)** covered by Parking and Traffic Fines (DAN 20-02-69465)
- 176. **Patient Case Files (DAN CT0301.013)** covered by Client History – Physical and/or Mental Health Services (DAN 20-02-69435)
- 177. **Payroll Audit Report (PS 1315) and Index (PS1316) (DAN CT0202.006)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
- 178. **Payroll History Report (PS1705A) and Index (PS1705B) (DAN CT0202.007)** covered by Payroll Register (DAN GS 01060)
- 179. **Payroll Input Register (PS1135) (DAN CT0202.008)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
- 180. **Payroll Reports (DAN CT0202.009)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
- 181. **Payroll Transaction List (PS1120) (DAN CT0202.010)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
- 182. **Payroll Transaction Reports (DAN CT0202.011)** covered by Records Documented as Part of More Formalized Records (DAN GS 50012)
- 183. **Personal Injury Insurance Claims (DAN CT0106.005)** covered by Injury Claims (DAN GS 03015); Injury Claims – Eye Injuries (DAN GS 03016); and Litigation Case Files – Routine (DAN GS 18004)
- 184. **Personal Services Contracts (DAN CT0601.017)** covered by Contracts and Agreements (DAN GS 01050)
- 185. **Personnel Requests (DAN CT0201.025)** covered by Recruitment – Employee (DAN GS 03012)
- 186. **Physical Plant Systems Monitoring and Inspection Records (DAN CT0801.012)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002)
- 187. **Planning and Project Working Files – Administrative (DAN CT0102.005)** covered by Business/Work Plans (DAN GS 09008), Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001); and Studies (Minor/Routine) (DAN GS 09006)
- 188. **Planning and Studies (Routine) – Reports (DAN CT0102.006)** covered by Studies (Minor/Routine) (DAN GS 09006)
- 189. **Policies and Procedures – Routine General Office (DAN CT0102.007)** covered by Work Instructions/Desk Manuals (DAN GS 09001)

190. **Position Descriptions – Classified (DAN CT0201.026)** covered by Recruitment – Employee (DAN GS 03012) and Position History (DAN GS 03010)
191. **Position Descriptions – Faculty and Administrative Exempt (DAN CT0201.027)** covered by Recruitment – Employee (DAN GS 03012) and Position History (DAN GS 03010)
192. **Postage Meter Records (DAN CT0602.002)** covered by Mail Delivery and Receipt (DAN GS 13003)
193. **Postal Charges (DAN CT0602.007)** covered by Financial Transactions – General (DAN GS 01001)
194. **Print Files Not Used to Document a Transaction (DAN CT0108.018)** covered by Records Documented as Part of More Formalized Records (DAN GS 50012) and Secondary (Duplicate) Copies (DAN GS 50005)
195. **Program Listing and Source Code (DAN CT0108.019)** covered by Applications/Systems – Technical Design (DAN GS 14001)
196. **Property Files – Found (DAN CT0109.007)** covered by Lost and Found Property (DAN GS 21012)
197. **Property Insurance (DAN CT0106.006)** covered by Contracts and Agreements (DAN GS 01050)
198. **Property Insurance Claims – Brought Against Institution (DAN CT0106.007)** covered by Litigation Case Files – Routine (DAN GS 18004)
199. **Property Insurance Claims – Filed by Institution (DAN CT0106.008)** covered by Litigation Case Files – Routine (DAN GS 18004)
200. **Public Disclosure Act – Requests for Records and Appeals (DAN CT0103.008)** covered by Public Disclosure/Records Requests (DAN GS 05001)
201. **Public Disclosure Report (DAN CT0103.009)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
202. **Public Works Requisition (DAN CT0601.019)** covered by Capital Construction Projects – Project Administration and Process (DAN GS 21014)
203. **Purchase Requests – Supplies and Equipment (DAN CT0601.020)** covered by Supply and Equipment Requests (DAN GS 06001)
204. **Reading or Day Files (DAN CT0102.008)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
205. **Records Management Policies and Procedures (DAN CT0112.003)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028) (Non-Archival)
206. **Records Retention Schedule and Records Manual Management Manual – Community and Technical College System (DAN CT0112.005)** covered by Retention and Disposition Authorization (DAN GS 11003)
207. **Reduction In-Force Files (DAN CT0201.028)** covered by Reduction In Force Files – Agency (DAN GS 03019)
208. **Reduction-In-Force Plans (DAN CT0201.029)** covered by Reduction In Force Files – Agency (DAN GS 03019)
209. **Reference Files (DAN CT0102.009)** covered by Reference Materials (DAN GS 50013) and Secondary (Duplicate) Copies (DAN GS 50005)
210. **Registration Transaction Log (DAN CT0401.035)** covered by Enrollment Reports (DAN 20-02-69445)
211. **Registration Transactions Via Telephone or Web Sites (Student and Courses) (DAN CT0401.036)** covered by Class Registration (DAN 20-02-69434)
212. **Registration/Enrollment Forms – Not Recorded Via Telephone or Web Sites (DAN CT0401.037)** covered by Class Registration (DAN 20-02-69434)

- 213. **Reports to External Agencies (DAN CT0101.012)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
- 214. **Residency Classification Forms (DAN CT0401.038)** covered by Residency Reclassification (DAN 20-02-69473)
- 215. **Return of Records From the State Records Center – Requests For (DAN CT0112.006)** covered by Records Control (DAN GS 11009)
- 216. **Revenue Ledger (DAN CT0601.021)** covered by Financial Transactions – General (DAN GS 01001)
- 217. **Revenue Reports (DAN CT0601.022)** covered by Financial Transactions – General (DAN GS 01001)
- 218. **Running Start (DAN CT0401.039)** covered by Contracts and Agreements (DAN GS 01050)
- 219. **SCAN Account Detail Report (DAN CT0111.002)** covered by Financial Transactions – General (DAN GS 01001)
- 220. **SCAN System Authorization Requests (DAN CT0111.003)** covered by Authorization – Systems/Telecommunications Access (DAN GS 14012)
- 221. **Scholarships – Not Awarded (DAN CT0401.041)** covered by Student Aid Eligibility Determination/Tracking (DAN 20-02-69479)
- 222. **Search Committee Files – Administrative Exempt (DAN CT0201.030)** covered by Recruitment – Employee (DAN GS 03012)
- 223. **Search Committee Files – Classified (DAN CT0201.031)** covered by Recruitment – Employee (DAN GS 03012)
- 224. **Search Committee Files – Faculty (DAN CT0201.032)** covered by Recruitment – Employee (DAN GS 03012)
- 225. **Second Class Mailing – Application and Permit for (DAN CT0602.008)** covered by Mail Delivery and Receipt (DAN GS 13003)
- 226. **Second Class Publication – Statement of Mailing (DAN CT0602.009)** covered by Mail Delivery and Receipt (DAN GS 13003)
- 227. **Sick Leave – Payment of Sick Leave Not Used (DAN CT0201.033)** covered by Payroll Files – Employee Pay History (DAN GS 03031)
- 228. **Site and Equipment Support Files (DAN CT0108.020)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002)
- 229. **Software Review Files (DAN CT0108.021)** covered by Bids and Proposals – Successful (DAN GS 06004); Bids and Proposals – Unsuccessful (DAN GS 06007); and General Information – External (DAN GS 50004)
- 230. **Space Allocation Planning Files (DAN CT0801.015)** covered by Capital Construction Projects – Project Administration and Process (DAN GS 21014) and Business/Work Plans (DAN GS 09008)
- 231. **Special Studies/Projects Analysis Files (DAN CT0101.014)** covered by Studies (Major) – Working Papers/Development (DAN GS 09030)
- 232. **Staff Reports – Final Reports for Each Quarter (DAN CT0108.042)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
- 233. **State Auditor’s and State Board Reports of Examinations (DAN CT0104.003)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006)
- 234. **State Board for Community and Technical College’s (SBCTC) Reports (FMS Report Prefix CR) (DAN CT0603.005)** covered by Financial Transactions – General (DAN GS 01001)
- 235. **Statistical Records – Circulation, Library Utilization, Film Usage, Etc. (DAN CT0501.006)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004); Studies (Minor/Routine) (DAN GS 09006); and Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029)

- 236. **Student Enrollment Reports (MIS-1) – Final Reports for Each Quarter and Academic Year (DAN CT0108.043)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
- 237. **Student Health and Accident Insurance (DAN CT0106.009)** covered by Contracts and Agreements (DAN GS 01050)
- 238. **Summary Computer Usage Report (DAN CT0108.022)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
- 239. **Summary of Extracted Data Files (DAN CT0108.023)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
- 240. **Supplies, Commodities and Parts Disbursement Records (DAN CT0801.016)** covered by Disbursement of Agency Supplies/Consumables (DAN GS 16005)
- 241. **Supplies, Commodities And Parts Inventories (DAN CT0801.017)** covered by Inventories – Supplies, Commodities and Parts (DAN GS 16004)
- 242. **Surplus Property Records (DAN CT0801.018)** covered by Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)
- 243. **System and Database Backup Files (DAN CT0108.024)** covered by Backups for Disaster Preparedness/Recovery (DAN GS 14011)
- 244. **System Documentation (DAN CT0108.025)** covered by Applications/Systems – Technical Design (DAN GS 14001)
- 245. **System Specifications (DAN CT0108.026)** covered by Applications/Systems – Technical Design (DAN GS 14001)
- 246. **System Users Access Files (DAN CT0108.027)** covered by Authorization – Systems/Telecommunications Access (DAN GS 14012) and Audit Trails and System Usage Monitoring (DAN GS 14020)
- 247. **Systems and Applications Development (DAN CT0108.028)** covered by Applications/Systems – Technical Design (DAN GS 14001)
- 248. **TAPRPT – The Allotment Preparation System (DAN CT0604.003)** covered by Financial Transactions – General (DAN GS 01001) and Allotment Management and Budget Development (DAN GS 01040)
- 249. **Technical Program Documentation (DAN CT0108.029)** covered by Applications/Systems – Technical Design (DAN GS 14001)
- 250. **Telecommunications Service and Order Requests (DAN CT0111.004)** covered by Helpdesk Requests (DAN GS 14029)
- 251. **Tenant Records (DAN CT0801.019)** covered by Contracts and Agreements (DAN GS 01050)
- 252. **Test Data Base Files (DAN CT0108.030)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
- 253. **Test Information (DAN CT0401.043)** covered by Academic and Career Advising – Current Students (DAN 20-02-69417)
- 254. **Test Scores – Enrolled Students (DAN CT0401.044)** covered by Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446); and Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 20-02-69447)
- 255. **Textbook Orders (DAN CT0301.016)** covered by Financial Transactions – General (DAN GS 01001)
- 256. **Training Course Information (DAN CT0108.031)** covered by Training – Arrangements (DAN GS 22001); Training – Development (DAN GS 22006); Training – General (DAN GS 22007); and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)
- 257. **Training – Course Information Records (DAN CT0201.036)** covered by Training – Arrangements (DAN GS 22001); Training – Development (DAN GS 22006); Training – General (DAN GS 22007); and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)

- 258. **Training – Course Registration Processing Records (DAN CT0201.037)** covered by Training – Arrangements (DAN GS 22001); Training – General (DAN GS 22007); and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)
 - 259. **Training History Files (DAN CT0201.034)** covered by Training Files – Employee (DAN GS 22003) and Financial Transactions – General (DAN GS 01001)
 - 260. **Training/Professional Development Activities – Faculty (DAN CT0201.035)** covered by Training Files – Employee (DAN GS 22003)
 - 261. **Transcript – Permanent Student Academic Record (DAN CT0401.045)** covered by Transcripts (Permanent Student Records) (DAN 20-02-69486)
 - 262. **Transcript Evaluations (Transfer Credit) (DAN CT0401.046)** covered by Admissions Applications – Enrolled (DAN 20-02-69423) and Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424)
 - 263. **Transcript Requests Made by Students (DAN CT0401.047)** covered by Transcript Requests (DAN 20-02-69485)
 - 264. **Transcripts Received – Enrolled Students (DAN CT0401.048)** covered by Admissions Applications – Enrolled (DAN 20-02-69423)
 - 265. **Transmittal of Records (DAN CT0112.007)** covered by Transfer of Legal Custody (DAN GS 11001) and Records Control (DAN GS 11009)
 - 266. **Travel Authorizations (DAN CT0601.023)** covered by Travel (DAN GS 07001)
 - 267. **Travel Expense Vouchers (DAN CT0601.024)** covered by Travel (DAN GS 07001)
 - 268. **Tuition and Fee Charges (DAN CT0401.049)** covered by Financial Transactions – General (DAN GS 01001) and Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476)
 - 269. **Unemployment Claims Records (DAN CT0201.038)** covered by Unemployment Insurance Claims (DAN GS 03049)
 - 270. **Valid Transaction Files (DAN CT0108.032)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
 - 271. **Vehicle Registration Cards/Files (DAN CT0109.008)** covered by Parking Permits (DAN 20-02-69466)
 - 272. **Vehicle Usage Reports – College Owned (DAN CT0601.025)** covered by Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003)
 - 273. **Vendor Payment Files (DAN CT0601.026)** covered by Financial Transactions – General (DAN GS 01001)
 - 274. **Veterans Administration Records (DAN CT0401.050)** covered by Veteran Student Files (DAN 20-02-69488)
 - 275. **Vocational and Student Follow-Up (MIS-4) – Final Reports for Each Quarter and Academic Year (DAN CT0108.044)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
 - 276. **Waiver of Liability Files (DAN CT0106.010)** covered by Contracts and Agreements (DAN GS 01050)
 - 277. **Whistleblower Investigative Reports (DAN CT0104.004)** covered by Whistleblower Investigations (DAN GS 04004)
 - 278. **Work or Intermediate Files (DAN CT0108.033)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
 - 279. **Work Study Earnings Report (DAN CT0202.012)** covered by Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476)
- Three (3) “Non-Archival” records series are being revoked as the records are more appropriately covered by other records series in the Records with Minimal Retention (Transitory Records) section of the *State Government General Records Retention Schedule*:

1. **Electronic Mail (E-Mail) Messages Usually Not Public Records (DAN CT0110.002)**
 2. **Materials Which Have No Administrative, Legal, Fiscal or Archival Requirement For Their Retention (DAN CT0113.001)**
 3. **Transitory Administrative Files (DAN CT0102.010)**
- Seven (7) “Non-Archival” records series are being revoked as the records are more appropriately covered by other records series based on the function/content of the record:
 1. **Affirmative Action Subject Files (DAN CT0201.007)**
 2. **Facility Management Subject Files (DAN CT0801.006)**
 3. **Fiscal Office Administration Files (DAN CT0601.012)**
 4. **Forms Management Program Subject Files (DAN CT0112.011)**
 5. **Mail Services Subject Files (DAN CT0602.004)**
 6. **Publication and Duplication Subject Files (DAN CT0105.010)**
 7. **Records Management Subject Files (DAN CT0112.004)**

Net Reduction in Record Series: 270 (from 343 series down to 73 series)

Mapping from Version 1.0 to Version 2.0

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> 1. Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or 2. New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>CT0101: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – EXECUTIVE LEVEL ADMINISTRATIVE RECORDS</p>	
<p>Accreditation Documentation (DAN CT0101.001)</p> <p><i>6 years after accreditation or until superseded by new accreditation, whichever is longer (Non-Archival)</i></p>	<p><u>Revoked</u> – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ACCREDITATION Accreditation (Outcomes) (DAN 20-02-69421) <i>6 years after end of accreditation or until superseded by new accreditation (Archival – Permanent Retention)</i></p> <p style="text-align: center;"><u>AND</u></p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ACCREDITATION Accreditation (Applications/Maintenance) (DAN 20-02-69422) <i>6 years after end of accreditation or until superseded by new accreditation (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Administrative Studies and Operational Plans (DAN CT0101.002) <i>Submittal of final report plus 4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Strategic Plans – Final (Unpublished) (DAN GS 10001) <i>Until no longer needed for agency business (Archival – Permanent Retention)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) <i>6 years after conclusion of study (Archival – Appraisal Required)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Strategic Plans – Development (DAN GS 09027) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Working Papers/Development (DAN GS 09030) <i>6 years after conclusion of study (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Alumni Organization Projects (DAN CT0101.003)</p> <p><i>6 years after completion of project (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – DONATIONS/GIFTS Donations/Gifts – Assets (DAN 20-02-69442) 6 years after disposition of asset and 6 years after fulfillment of agreement (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – DONATIONS/GIFTS Donations/Gifts – Monetary (DAN 20-02-69443) 6 years after end of fiscal year and 6 years after fulfillment of agreement (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – DONATIONS/GIFTS Donor Information (DAN 20-02-69444) Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – FUNDRAISING Fundraising Efforts (DAN 20-02-69450) 6 years after end of fiscal year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Endowment Fund Records (DAN CT0101.004)</p> <p><i>6 years after completion of project (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – DONATIONS/GIFTS</i> Donations/Gifts – Assets (DAN 20-02-69442) <i>6 years after disposition of asset and 6 years after fulfillment of agreement (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – DONATIONS/GIFTS</i> Donations/Gifts – Monetary (DAN 20-02-69443) <i>6 years after end of fiscal year and 6 years after fulfillment of agreement (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – DONATIONS/GIFTS</i> Donor Information (DAN 20-02-69444) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule DEVELOPMENT AND OUTREACH – FUNDRAISING</i> Fundraising Efforts (DAN 20-02-69450) <i>6 years after end of fiscal year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by: 1. Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or 2. New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i></p>
<p>Calendars – Chief Executive (DAN CT0101.005) <i>4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS Calendars – Elected Officials and Agency Heads (DAN GS 10008) <i>4 years after end of calendar year (Archival – Permanent Retention)</i> AND <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Scheduling – Appointments/Meetings (DAN GS 50014) <i>Until no longer needed for agency business (Non-Archival)</i> AND <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Organizing/Monitoring Work in Progress (DAN GS 50011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Contracts and Agreements (DAN CT0101.006) <i>6 years following termination of contract/agreement, resolution of litigation/audits, or satisfaction of retention period stated in contract/agreement, whichever is longest (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Correspondence – Executive Level (DAN CT0101.007) <i>4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>More specific records series based on the function/content of the record</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Minutes – Boards of Trustees, State Board and College President’s (DAN CT0101.008)</p> <p><i>6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT</p> <p>Governing/Executive/Policy-Setting Body Records (DAN GS 10004) <i>6 years after end of calendar year (Archival – Permanent Retention)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT</p> <p>Meeting Arrangements (DAN GS 09024) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT</p> <p>Meeting Materials – Ballots (DAN GS 09025) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT</p> <p>Meeting Materials – Members’ Copies/Notes (DAN GS 09026) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Papers of Executive Direction (DAN CT0101.009)</p> <p><i>4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES</p> <p>Policies and Procedures – Agency Core Mission (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Planning Files – General (DAN CT0101.010) <i>4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Strategic Plans – Final (Unpublished) (DAN GS 10001) <i>Until no longer needed for agency business (Archival – Permanent Retention)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Strategic Plans – Development (DAN GS 09027) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p>
<p>Policies and Procedures – Administrative (DAN CT0101.011) <i>Until superseded plus 6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Agency Core Mission (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Reports to External Agencies (DAN CT0101.012)</p> <p><i>6 years or as required by state and/or federal statutes, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Reports – Annual and Biennial Reports (DAN CT0101.013)</p> <p><i>4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Special Studies/Projects Analysis Files (DAN CT0101.014)</p> <p><i>Submittal of final report plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Working Papers/Development (DAN GS 09030) <i>6 years after conclusion of study (Non-Archival)</i></p>
<p>Special Studies/Projects Final Reports (DAN CT0101.015)</p> <p><i>Submittal of final report plus 4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) <i>6 years after conclusion of study (Archival – Appraisal Required)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Speeches and Writings – College Presidents and Executive Director, State Board Office (DAN CT0101.016)</p> <p><i>6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Media Releases and Coverage (DAN GS 05003) <i>2 years after end of calendar year (Archival – Appraisal Required)</i></p>
<p>Subject Files – Administration (DAN CT0101.017)</p> <p><i>4 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>
<p>CT0102: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – COLLEGE/SBCTC GENERAL OFFICE OPERATIONS</p>	
<p>Correspondence – General (DAN GS CT0102.001)</p> <p><i>30 days (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE Provision of Advice, Assistance or Information (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Informational Notifications/Communications (DAN GS 50001) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Facilities Request File – Use of (DAN CT0102.002)</p> <p><i>Date of approval/non-approval plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – OPERATIONS AND USE Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003) <i>3 years after asset returned/use completed (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Information – Requests for (DAN CT0102.003) <i>Response to request plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE Provision of Advice, Assistance or Information (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p>
<p>Operational Plans – Routine (DAN CT0102.004) <i>2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p>
<p>Planning and Project Working Files – Administrative (DAN CT0102.005) <i>2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Minor/Routine) (DAN GS 09006) <i>2 years after conclusion of study (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) <i>6 years after completion of audit/consultation (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Planning and Studies (Routine) – Reports (DAN CT0102.006) <i>2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Minor/Routine) (DAN GS 09006) <i>2 years after conclusion of study (Non-Archival)</i></p>
<p>Policies and Procedures – Routine General Office (DAN CT0102.007) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Work Instructions/Desk Manuals (DAN GS 09001) <i>Until superseded (Non-Archival)</i></p>
<p>Reading or Day Files (DAN CT0102.008) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Reference Files (DAN CT0102.009) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Reference Materials (DAN GS 50013) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Transitory Administrative Files (DAN CT0102.010) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>More specific records series in the Records with Minimal Retention Value (Transitory Records) section in the State Government General Records Retention Schedule</i></p>
<p>CT0103: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – LEGAL, LEGISLATIVE and PUBLIC AFFAIRS/DISCLOSURE</p>	
<p>Attorney General Letters (DAN CT0103.001) <i>6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Legal Advice and Issues (DAN GS 18003) <i>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</i></p>
<p>Attorney General Opinions (DAN CT0103.002) <i>6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Legal Advice and Issues (DAN GS 18003) <i>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</i></p>
<p>Legal Issue Files (DAN CT0103.003) <i>6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Legal Advice and Issues (DAN GS 18003) <i>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Legislation – Requested by SBCTC/Colleges (DAN CT0103.004) <i>End of legislative session plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation – Development and Analysis (DAN GS 19001) <i>2 years after end of legislative session (Archival – Appraisal Required)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) <i>2 years after end of calendar year (Non-Archival)</i></p>
<p>Legislative Bill Files (DAN CT0103.005) <i>End of legislative session plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation – Development and Analysis (DAN GS 19001) <i>2 years after end of legislative session (Archival – Appraisal Required)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) <i>2 years after end of calendar year (Non-Archival)</i></p>
<p>Legislative Contact Reports (DAN CT0103.006) <i>End of legislative session plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Legislative Correspondence (DAN CT0103.007) <i>End of legislative session plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation – Development and Analysis (DAN GS 19001) <i>2 years after end of legislative session (Archival – Appraisal Required)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) <i>2 years after end of calendar year (Non-Archival)</i></p>
<p>Public Disclosure Act – Requests for Records and Appeals (DAN CT0103.008) <i>Final disposition plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLIC DISCLOSURE/RECORDS REQUESTS Public Disclosure/Records Requests (DAN GS 05001) <i>2 years after public records request fulfilled (Non-Archival)</i></p>
<p>Public Disclosure Report (DAN CT0103.009) <i>End of legislative session plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Rules and Regulations (Washington Administrative Code) (DAN CT0103.010) <i>Until superseded plus 6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Rule Making (Washington Administrative Code – WAC) (DAN GS 10009) <i>Until rule superseded/not proceeded with (Archival – Permanent Retention)</i></p>
<p>CT0104: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – AUDITS and EXAMINATIONS</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Audits (Internal) – Working Papers and Reports (DAN CT0104.001) <i>3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Development (DAN GS 04010) <i>Until conclusion of audit/consultation (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) <i>6 years after conclusion of audit/consultation (Non-Archival)</i></p>
<p>Audits (Internal) – Final Audit or Examination Report (DAN CT0104.002) <i>3 years following close of audit or resolution of audit issues, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) <i>6 years after conclusion of audit/consultation (Non-Archival)</i></p>
<p>State Auditor's and State Board Reports of Examinations (DAN CT0104.003) <i>3 years following close of audit or resolution of audit issues, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING External Audits/Reviews of Agency – Final Reports (DAN GS 04006) <i>6 years after audit report date (Non-Archival)</i></p>
<p>Whistleblower Investigative Reports (DAN CT0104.004) <i>Case closed plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Whistleblower Investigations (DAN GS 04004) <i>3 years after date of report (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>CT0105: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – PUBLIC INFORMATION, PUBLICATIONS and REPRODUCTION SERVICES</p>	
<p>Biographical Files (DAN CT0105.001) <i>Until administrative need is satisfied (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Establishment/Development History of Agency/Programs (DAN GS 10013) <i>6 years after end of calendar year (Archival – Appraisal Required)</i></p>
<p>Camera-Ready Copies and Printing Masters (DAN CT0105.002) <i>2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Job Files – Duplication Services (DAN CT0105.003) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Job Files – Publications (DAN CT0105.004) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Job Log (DAN CT0105.005) <i>Close of fiscal year plus 3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Newsletters and Bulletins – Internal and External (DAN CT0105.006) <i>2 years (Archival – Permanent Retention)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Photographs/Negatives, Graphics and Visual Resources (DAN CT0105.007) <i>Until administrative purpose served (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Press Clippings (DAN CT0105.008) <i>Until administrative need is satisfied (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Media Releases and Coverage (DAN GS 05003) <i>2 years after end of calendar year (Archival – Appraisal Required)</i></p>
<p>Press Releases (DAN CT0105.009) <i>Date of issue plus 2 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Media Releases and Coverage (DAN GS 05003) <i>2 years after end of calendar year (Archival – Appraisal Required)</i></p>
<p>Publication and Duplication Subject Files (DAN CT0105.010) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>More specific records series based on the function/content of the record</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Publications (DAN CT0105.011)</p> <p><i>1 year or until administrative need is satisfied (Archival – Permanent Retention)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>CT0106: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – INSURANCE FILES</p>	
<p>Intercollegiate Athletic Insurance (DAN CT0106.001)</p> <p><i>6 years after termination of contract or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Intercollegiate Athletic Insurance Claims (DAN CT0106.002)</p> <p><i>6 years after action on claim is resolved (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ATHLETICS Athlete Medical Insurance Claims (DAN 20-02-69427) <i>6 years after claim closed (Non-Archival)</i></p>
<p>Liability (Personal Injury) Insurance (DAN CT0106.003)</p> <p><i>6 years after termination of contract or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>OSHA/WISHA Claims – Department of Labor and Industries (DAN CT0106.004)</p> <p><i>Claim resolved plus 6 years (Non-Archival)</i></p>	<p><u>Revoked</u> – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims (DAN GS 03015) <i>7 years after claim settled (Non-Archival)</i></p> <p><u>AND</u></p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims – Eye Injuries (DAN GS 03016) <i>10 years after claim settled (Non-Archival)</i></p> <p><u>AND</u></p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by: 1. Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or 2. New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i></p>
<p>Personal Injury Insurance Claims (DAN CT0106.005) <i>Claim resolved plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims (DAN GS 03015) <i>7 years after claim settled (Non-Archival)</i> AND <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims – Eye Injuries (DAN GS 03016) <i>10 years after claim settled (Non-Archival)</i> AND <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>
<p>Property Insurance (DAN CT0106.006) <i>6 years after termination of contract or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Property Insurance Claims – Brought Against Institution (DAN CT0106.007) <i>Claim resolved plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Property Insurance Claims – Filed by Institution (DAN CT0106.008) <i>Claim resolved plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>
<p>Student Health and Accident Insurance (DAN CT0106.009) <i>6 years after termination of contract or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Waiver of Liability Files (DAN CT0106.010) <i>Activity is completed plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>CT0107: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – BUDGETS and ALLOCATIONS – OPERATING, CAPITAL and ENROLLMENT</p>	
<p>Allotments (DAN CT0107.001) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Capital Budget Requests – Districts (DAN CT0107.002) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Capital Project Analysis File – SBCTC (DAN CT0107.003) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Capital Project Request for the Community and Technical College System (DAN CT0107.004) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Enrollment (Includes Tolerance Bands) Allocations (DAN CT0107.005) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Enrollment Plan/Requests Analysis File – SBCTC (DAN CT0107.006) <i>End of biennium plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Enrollment Plans/Requests – Districts (DAN CT0107.007) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>

<p>Enrollment Audit Files (DAN CT0107.008)</p> <p><i>2 years following end of biennium in which audit is conducted, or resolution of audit findings whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Corrective Actions – Audits (DAN GS 04007) <i>6 years after matter resolved (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Corrective Actions – Audits (Development of Plans) (DAN GS 04008) <i>Until completion and acceptance of final plan (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING External Audits/Reviews of Agency – Final Reports (DAN GS 04006) <i>6 years after audit report date (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING External Audits/Reviews of Agency – Interactions (DAN GS 04009) <i>Until conclusion of audit (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Development (DAN GS 04010) <i>Until conclusion of audit/consultation (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – (DAN GS 04001) <i>6 years after conclusion of audit/consultation (Non-Archival)</i></p>
<p>Operating Budget Allocations (DAN CT0107.009)</p> <p><i>End of biennium plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING</p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
	<p>Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Operating Budget Analysis File – SBCTC (DAN CT0107.010) <i>End of biennium plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Operating Budget Request for the Community and Technical College System (DAN CT0107.011) <i>End of biennium plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Operating Budget Requests – Districts (DAN CT0107.012) <i>End of biennium plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>CT0108: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – INFORMATION SERVICES AND REPORTING</p>	
<p>Audit Trail Files (DAN CT0108.001) <i>3 backup cycles (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Computer Run Scheduling Records (DAN CT0108.002) <i>30 days (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Computer Usage Files (DAN CT0108.003) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>
<p>Data Documentation (DAN CT0108.004) <i>2 years following completion of project and disposition or transfer of data to new operating environment (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>Data or Database Dictionary Reports (DAN CT0108.005) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Data Processing Operating Procedures (DAN CT0108.006) <i>Current plus 2 previous generations (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>Destruction (Scratch) Reports (DAN CT0108.007) <i>1 year or until superseded whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Destruction of Public Records (DAN GS 11005) <i>Life of the agency (Non-Archival)</i></p>
<p>Disaster Preparedness and Recovery Plans (DAN CT0108.008) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010) <i>3 years after obsolete or superseded (Non-Archival)</i></p>
<p>Finding Aids, Indexes and Tracking Systems (DAN CT0108.009) <i>Until indexed data is destroyed or superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Records Control (DAN GS 11009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Help Desk Telephone Logs and Reports (DAN CT0108.010) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Helpdesk Requests (DAN GS 14029) <i>Until finalization of request (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Input Documents (DAN CT0108.011) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Records Documented as Part of More Formalized Records (DAN GS 50012) <i>Until verification of successful conversion/keying/transcription (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Network Circuit Inventories (DAN CT0108.012) <i>Until circuit is no longer in use (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Network – Design and Build (DAN GS 14031) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Network Implementation Project Files (DAN CT0108.013) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Network – Design and Build (DAN GS 14031) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Network or Circuit Installation and Service Files (DAN CT0108.014) <i>1 year after action (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Facility Systems and Equipment – Installation (DAN GS 21015) <i>6 years after disposal of systems/equipment (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>
<p>Network Usage Files (DAN CT0108.015) <i>After 3 backup cycles (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>
<p>Network Usage Reports (DAN CT0108.016) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Operating System and Hardware Conversion Plans (DAN CT0108.017) <i>1 year after successful conversion (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p>
<p>Print Files Not Used to Document a Transaction (DAN CT0108.018) <i>Until all print runs are completed, and output has been verified (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Records Documented as Part of More Formalized Records (DAN GS 50012) <i>Until verification of successful conversion/keying/transcription (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Program Listing and Source Code (DAN CT0108.019) <i>3 update cycles after code is modified or replaced; 1 year after discontinuance of system (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version no is longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Site and Equipment Support Files (DAN CT0108.020) <i>6 years after disposition of equipment (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>
<p>Software Review Files (DAN CT0108.021) <i>Until software is no longer in use (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Successful (DAN GS 06004) <i>6 years after completion of purchase or fulfillment of contract (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Unsuccessful (DAN GS 06007) <i>3 years after bid award or cancellation date (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) General Information – External (DAN GS 50004) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Summary Computer Usage Report (DAN CT0108.022) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>
<p>Summary of Extracted Data Files (DAN CT0108.023) <i>Until data is distributed (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>System and Database Backup Files (DAN CT0108.024) <i>Until after 3 backup cycles (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Backups for Disaster Preparedness/Recovery (DAN GS 14011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>System Documentation (DAN CT0108.025) <i>Until data is migrated to a new system and hardware or software is discontinued (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>System Specifications (DAN CT0108.026)</p> <p><i>2 years after completion of project and disposition or transfer of system data to new operating environment (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>System Users Access Files (DAN CT0108.027)</p> <p><i>2 years after last access (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Authorization – Systems/Telecommunications Access (DAN GS 14012) <i>6 years after end of fiscal year in which user account/access was terminated (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>
<p>Systems and Applications Development (DAN CT0108.028)</p> <p><i>2 years after completion of project and disposition or transfer of system data to new operating environment (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Technical Program Documentation (DAN CT0108.029)</p> <p><i>2 years after completion of project and disposition or transfer of data to new operating environment (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>Test Data Base Files (DAN CT0108.030)</p> <p><i>Until acceptance of test results (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Training Course Information (DAN CT0108.031) <i>Until superseded or obsolete (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Development (DAN GS 22006) <i>Until training no longer provided by agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p>
<p>Valid Transaction Files (DAN CT0108.032) <i>Until after 3 backup cycles (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Work or Intermediate Files (DAN CT0108.033) <i>Until completion of transaction (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Academic Year and Fall Quarter Report (Produced by the SBCTC) (DAN CT0108.034) <i>10 years (Archival – Permanent Retention)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Ad Hoc Query Reports Accessing MIS Data Bases (DAN CT0108.035) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Course Reports (MIS-2) – Final Reports for Each Quarter and Academic Year (DAN CT0108.036) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Facilities, Land and Equipment Reports – Final Report for Each Quarter (DAN CT0108.037) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Federal Reports (DAN CT0108.038) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Finance Reports (DAN CT0108.039) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>MIS Reporting Requirements (DAN CT0108.040) <i>Until superseded plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>OFM Student Reports – Final Reports for Each Quarter and Academic Year (DAN CT0108.041) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Staff Reports – Final Reports for Each Quarter and Academic Year (DAN CT0108.042) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Student Enrollment Reports (MIS-1) – Final Reports for Each Quarter and Academic Year (DAN CT0108.043) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Vocational and Student Follow-Up (MIS-4) – Final Reports for Each Quarter and Academic Year (DAN CT0108.044) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>CT0109: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – SAFETY and SECURITY FILES</p>	
<p>Accident/Injury Reports – Employees (Non-Recordable Cases) (DAN CT0109.001) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Safety Records (DAN GS 03050) <i>5 years after end of calendar year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Accident/Injury Reports – Employees (Recordable Cases) (DAN CT0109.002)</p> <p><i>6 years following filing of report, or resolution of claims/litigation whichever is longer (Non-Archival)</i></p>	<p><u>Revoked</u> – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims (DAN GS 03015) <i>7 years after claim settled (Non-Archival)</i></p> <p><u>AND</u></p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims – Eye Injuries (DAN GS 03016) <i>10 years after claim settled (Non-Archival)</i></p> <p><u>AND</u></p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Accident/Injury Reports – Students and Visitors (DAN CT0109.003)</p> <p><i>6 years following filing of report, or resolution of claims/litigation whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Accidents/Incidents – No Claim Filed (Age 18 and Over) (DAN GS 18008) <i>3 years after date of incident (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS 18007) <i>3 years after individual reaches age 18 (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>
<p>Building Key Records (DAN CT0109.004)</p> <p><i>Key returned plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – SECURITY Authorization – Building/Facility Access (DAN GS 25001) <i>6 years after termination of access (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Impound Records (DAN CT0109.005) <i>Article cleared from custody plus 3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Lost and Found Property (DAN GS 21012) <i>3 years after return/disposal of item (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Impounded Property (DAN 20-02-69457) <i>6 years after return/disposition of property (Non-Archival)</i></p>
<p>Incident/Complaint Report (DAN CT0109.006) <i>6 years following filing of report, or resolution of claims/litigation whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – SECURITY Security Incidents and Data/Privacy Breaches (DAN GS 25008) <i>6 years after matter resolved (Non-Archival)</i></p>
<p>Property Files – Found (DAN CT0109.007) <i>2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Lost and Found Property (DAN GS 21012) <i>3 years after return/disposal of item (Non-Archival)</i></p>
<p>Vehicle Registration Cards/Files (DAN CT0109.008) <i>End of academic year plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – SECURITY AND PARKING SERVICES Parking Permits (DAN 20-02-69466) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>CT0110: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – E-MAIL</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Electronic Mail (E-Mail) Messages Which Are Usually Public Records (DAN CT0110.001)</p> <p><i>Retention must correspond to like records in other formats (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>
<p>Electronic Mail (E-Mail) Messages Usually Not Public Records (DAN CT0110.002)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series in the Records with Minimal Retention Value (Transitory Records) section in the State Government General Records Retention Schedule</i></p>
<p>CT0111: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – TELECOMMUNICATIONS</p>	
<p>Department of Information Services (DIS) Customer Service Agreement (DAN CT0111.001)</p> <p><i>Final payment on contract plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>SCAN Account Detail Report (DAN CT0111.002)</p> <p><i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>SCAN System Authorization Requests (DAN CT0111.003)</p> <p><i>After request is approved or denied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Authorization – Systems/Telecommunications Access (DAN GS 14012) <i>6 years after end of fiscal year in which user account/access was terminated (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Telecommunications Service and Order Requests (DAN CT0111.004) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INFORMATION SERVICES Helpdesk Requests (DAN GS 14029) <i>Until finalization of request (Non-Archival)</i></p>
<p>CT0112: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – RECORDS AND FORMS MANAGEMENT</p>	
<p>Disposition Notices (DAN CT0112.001) <i>Disposition plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Destruction of Public Records (DAN GS 11005) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Records Control (DAN GS 11009) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Transfer of Legal Custody (DAN GS 11001) <i>Life of the agency (Non-Archival)</i></p>
<p>Microfilm Service Requests (DAN CT0112.002) <i>6 years after provision of service or termination of contract, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Records Management Policies and Procedures (DAN CT0112.003) <i>Superseded plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>Records Management Program Subject Files (DAN CT0112.004) <i>Administrative purpose served plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>More specific records series based on the function/content of the record</i></p>
<p>Records Retention Schedule and Records Manual Management Manual – Community and Technical College System (DAN CT0112.005) <i>Superseded or last records disposed of, plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Retention and Disposition Authorization (DAN GS 11003) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Return of Records from the State Records Center – Requests for (DAN CT0112.006) <i>Completion of the transaction (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Records Control (DAN GS 11009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Transmittal of Records (DAN CT0112.007) <i>Final disposition of records plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Records Control (DAN GS 11009) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Transfer of Legal Custody (DAN GS 11001) <i>Life of the agency (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Forms History Files (DAN CT0112.008) <i>Life of form plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p>INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Master Set (DAN GS 12005) <i>Until use of form ceases (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Development (DAN GS 12001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Accountable (DAN GS 12004) <i>6 years after end of fiscal year in which form was created/printed (Non-Archival)</i></p>
<p>Form Order Requests (DAN CT0112.009) <i>Date ordered plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Forms Inventory File (DAN CT0112.010) <i>Until superseded or obsolete (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Forms – Inventory Files (DAN GS 12003) <i>Until superseded or obsolete (Non-Archival)</i></p>
<p>Forms Management Program Subject Files (DAN CT0112.011) <i>Administrative purpose served plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>CT0113: DISTRICT/CAMPUS/STATE BOARD OFFICE MANAGEMENT – NON-RECORDS MATERIALS</p>	
<p>Materials Which Have No Administrative, Legal, Fiscal or Archival Requirement for Their Retention (DAN CT0113.001)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series in the Records with Minimal Retention Value (Transitory Records) section in the State Government General Records Retention Schedule</i></p>
<p>CT0201: PERSONNEL/PAYROLL – PERSONNEL</p>	
<p>Accommodations File (DAN CT0201.001)</p> <p><i>Termination of employment plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Health-Related Records (Routine) (DAN GS 03054) <i>6 years after date of separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims (DAN GS 03015) <i>7 years after claim settled (Non-Archival)</i></p>
<p>Affirmative Action Annual Reports (DAN CT0201.002)</p> <p><i>Close of calendar plus 6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – REPORTING Reporting/Filing (Mandatory) – Employment Related (DAN GS 03056) <i>4 years after submitted to regulatory agency (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Affirmative Action Complaints/Suits (DAN CT0201.003) <i>Resolution of complaint plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Exonerated (DAN GS 03006) <i>Until exoneration (Non-Archival)</i></p>
<p>Affirmative Action Job Announcement Mailing List (DAN CT0201.004) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Contact Information (DAN GS 50007) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Affirmative Action Master Position File (DAN CT0201.005) <i>3 years after filling position or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Affirmative Action Plans, Policies and Procedures – College/SBCTC (DAN CT0201.006) <i>Until superseded plus 6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Agency Core Mission (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>Affirmative Action Subject Files (DAN CT0201.007) <i>Administrative purpose served plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>
<p>Appeals Files – Washington Department of Personnel (DAN CT0201.008) <i>Final determination plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Exonerated (DAN GS 03006) <i>Until exoneration (Non-Archival)</i></p>
<p>Applicant Flow Data File (DAN CT0201.009) <i>3 years after filling position or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Application Files – Classified Staff – Not Hired (DAN CT0201.010) <i>Position filled plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>
<p>Application Files – Faculty and Exempt – Not Hired (DAN CT0201.011) <i>Position filled plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Employee Files – Faculty (DAN CT0201.012) <i>Termination of employee plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Benefits Enrollment and Participation (DAN GS 03048) <i>6 years after date of separation from agency or 6 years after withdrawal from participation, whichever is sooner (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Employee Files – Staff – Includes Temporary Employees (DAN CT0201.013)</p> <p><i>Termination of employee plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Benefits Enrollment and Participation (DAN GS 03048) <i>6 years after date of separation from agency or 6 years after withdrawal from participation, whichever is sooner (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i></p>
<p>Employee Rules and Regulations (DAN CT0201.014)</p> <p><i>Until superseded plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Employment Inquiries (DAN CT0201.015) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Applications/Resumes – Unsolicited (DAN GS 03022) <i>2 years after received (Non-Archival)</i></p>
<p>Employment Program Records – Special Programs (i.e. CETA, WIN, etc.) (DAN CT0201.016) <i>6 years following termination of contract or satisfaction of retention period stated in contract, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency (DAN GS 23004) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Employment Records – Tutors (DAN CT0201.017)</p> <p><i>Termination of employment plus 6 years or as required by provisions of the program, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Benefits Enrollment and Participation (DAN GS 03048) <i>6 years after date of separation from agency or 6 years after withdrawal from participation, whichever is sooner (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i></p>
<p>Employment Register File – Classified (DAN CT0201.018)</p> <p><i>Date register expires plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Evaluations – Non-Faculty Employees (DAN CT0201.019) <i>Completion of evaluation plus 3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT Performance Evaluations – Employee (DAN GS 03002) <i>3 years after completion of next evaluation (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT Performance Evaluations – Supervisor Preparation (DAN GS 03024) <i>Until completion of evaluation and resolution of any ongoing performance issues (Non-Archival)</i></p>
<p>Evaluations – Faculty (DAN CT0201.020) <i>Completion of evaluation plus 3 years, according to terms of a negotiated collective bargaining agreement, or according to institutional policy, whoever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT Performance Evaluations – Employee (DAN GS 03002) <i>3 years after completion of next evaluation (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Student Evaluation of Instruction (SEOI) (DAN 20-02-69482) <i>5 years after end of academic year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Grievance Files (Does Not Include Affirmative Action Complaints (DAN CT0201.021))</p> <p><i>Resolution of case plus 6 years, as required by institutional policy, or as required by terms of a negotiated agreement, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Exonerated (DAN GS 03006) <i>Until exoneration (Non-Archival)</i></p>
<p>Holiday Schedule – Classified/Administrative (DAN CT0201.022)</p> <p><i>Close of calendar year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>Job Announcement Record (DAN CT0201.023)</p> <p><i>Position filled plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>
<p>Job Element Examination (DAN CT0201.024)</p> <p><i>1 year after being superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Personnel Requests (DAN CT0201.025) <i>3 years following the end of the fiscal year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>
<p>Position Descriptions – Classified (DAN CT0201.026) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Position History (DAN GS 03010) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Position Descriptions – Faculty and Administrative Exempt (DAN CT0201.027) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Position History (DAN GS 03010) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Reduction-in-Force Files (DAN CT0201.028)</p> <p><i>Conclusion of any action pending plus 6 years or as required by terms of a collective bargaining agreement, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Reduction In Force Files – Agency (DAN GS 03019) <i>6 years after conclusion of any pending action (Non-Archival)</i></p>
<p>Reduction-in-Force Plans (DAN CT0201.029)</p> <p><i>Until superseded plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Reduction In Force Files – Agency (DAN GS 03019) <i>6 years after conclusion of any pending action (Non-Archival)</i></p>
<p>Search Committee Files – Administrative Exempt (DAN CT0201.030)</p> <p><i>3 years after filling position or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>
<p>Search Committee Files – Classified (DAN CT0201.031)</p> <p><i>3 years after filling position or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>
<p>Search Committee Files – Faculty (DAN CT0201.032)</p> <p><i>3 years after filling position or resolution of claims, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Sick Leave – Payment of Sick Leave Not Used (DAN CT0201.033) <i>Termination of employment plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Files – Employee Pay History (DAN GS 03031) <i>6 years after date of separation from agency (Non-Archival)</i></p>
<p>Training History Files (DAN CT0201.034) <i>Termination of employment plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Training/Professional Development Activities – Faculty (DAN CT0201.035) <i>As needed by administration to determine salary requirements or required by terms of a collective bargaining agreement, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Training – Course Information Records (DAN CT0201.036) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Development (DAN GS 22006) <i>Until training no longer provided by agency (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Training – Course Registration Processing Records (DAN CT0201.037) <i>Course completed plus 3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Unemployment Claims Records (DAN CT0201.038) <i>Resolution of claim plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Unemployment Insurance Claims (DAN GS 03049) <i>6 years after final resolution of claim (Non-Archival)</i></p>
<p>CT0202: PERSONNEL/PAYROLL – PAYROLL</p>	
<p>Attendance Files (DAN CT0202.001) <i>Administrative purpose served plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – ATTENDANCE AND LEAVE Attendance and Leave Records (DAN GS 03030) <i>6 years after end of fiscal year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Employee Payroll Files (DAN CT0202.002) <i>Termination of employment plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Files – Employee Pay History (DAN GS 03031) <i>6 years after date of separation from agency (Non-Archival)</i></p>
<p>Employee Retirement Records (DAN CT0202.003) <i>Termination of employment plus 50 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i></p>
<p>Federal Time Keeping/Time and Effort (DAN CT0202.004) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency (DAN GS 23004) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)</i></p>
<p>Internal Revenue Reports (DAN CT0202.005) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Payroll Audit Report (PS 1315) and Index (PS1316) (DAN CT0202.006) <i>Pay date plus 3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Payroll History Report (PS1705A) and Index (PS1705B) (DAN CT0202.007)</p> <p><i>18 months on-line, then microfilm and retain for 50 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Register (DAN GS 01060) <i>60 years after date certified (Non-Archival)</i></p>
<p>Payroll Input Register (PS1135) (DAN CT0202.008)</p> <p><i>Pay date plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Payroll Reports (DAN CT0202.009)</p> <p><i>Pay date plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Payroll Transaction List (PS1120) (DAN CT0202.010)</p> <p><i>Pay date plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Payroll Transaction Reports (DAN CT0202.011)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Records Documented as Part of More Formalized Records (DAN GS 50012) <i>Until verification of successful conversion/keying/transcription (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Work Study Earnings Report (DAN CT0202.012) <i>7 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476) <i>6 years after conditions of award satisfied (Non-Archival)</i></p>
<p>CT0301: INSTRUCTION/CURRICULUM – INSTRUCTION and CURRICULUM RECORDS</p>	
<p>Accreditation Documentation – Programs (DAN CT0301.001) <i>6 years following close of accreditation process, according to institutional policies on length of time students have to complete a course or program, or until superseded by new accreditation, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ACCREDITATION Accreditation (Outcomes) (DAN 20-02-69421) <i>6 years after end of accreditation or until superseded by new accreditation (Archival – Permanent Retention)</i></p> <p style="text-align: center;">AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ACCREDITATION Accreditation (Applications/Maintenance) (DAN 20-02-69422) <i>6 years after end of accreditation or until superseded by new accreditation (Non-Archival)</i></p>
<p>Agreements for Programs or Curriculum (DAN CT0301.002) <i>6 years following termination of agreement, resolution of litigation, or according to institutional policy, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Articulation Files – Course (DAN CT0301.003)</p> <p><i>Academic year in which transfer status is determined plus 5 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Articulation Files – Program (DAN CT0301.004)</p> <p><i>6 years following termination of agreement, resolution of litigation, or according to institutional policy, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Curriculum Committee Reports (DAN CT0301.005)</p> <p><i>Academic year in which changes were made plus 5 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum/Courses (DAN 20-02-69439) <i>6 years after superseded (Non-Archival)</i></p>
<p>Course History Files (DAN CT0301.006)</p> <p><i>End of quarter in which course is offered plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) <i>6 years after end of calendar year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum/Courses (DAN 20-02-69439) <i>6 years after superseded (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Course Master Inventory (DAN CT0301.007) <i>Until updated (Archival – Permanent Retention)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Curriculum/Course Proposals – Approved (DAN CT0301.008) <i>Life of course/program plus 5 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) <i>6 years after end of calendar year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum/Courses (DAN 20-02-69439) <i>6 years after superseded (Non-Archival)</i></p>
<p>Curriculum/Course Proposals – Not Approved (DAN CT0301.009) <i>Proposal denied plus 1 year or until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) <i>6 years after end of calendar year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Evaluation Files – Course/Program (DAN CT0301.010)</p> <p><i>Life of course/program plus 5 years or until administrative need is satisfied, whichever is longer (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT Performance Evaluations – Employee (DAN GS 03002) <i>3 years after completion of next evaluation (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Student Evaluation of Instruction (SEOI) (DAN 20-02-69482) <i>5 years after end of academic year (Non-Archival)</i></p>
<p>Instructional Calendars – Faculty (DAN CT0301.011)</p> <p><i>End of the quarter plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CLASS SCHEDULING Scheduling Data (DAN 20-02-69474) <i>3 years after end of academic year (Non-Archival)</i></p>
<p>Instructor Office Hours (DAN CT0301.012)</p> <p><i>6 years following termination of a contract or as required by terms of a collective bargaining agreement, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Patient Case Files (DAN CT0301.013)</p> <p><i>7 years following date of last patient visit, written confirmation received from a patient's health care professional that forwarded records have been received, or patient reached 21 years of age, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – HEALTH SERVICES Client History – Physical and/or Mental Health Services (DAN 20-02-69435) <i>8 years after date of last visit and 3 years after client reaches age 18 (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Program Files – Special Programs (DAN CT0301.014) <i>Program discontinued plus 2 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) <i>6 years after end of calendar year (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum/Courses (DAN 20-02-69439) <i>6 years after superseded (Non-Archival)</i></p>
<p>Seminars, Short Courses, Conferences, Conventions Sponsored by the Institution (DAN CT0301.015) <i>Close of academic year in which the event occurred plus 3 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum and Course Proposals (Approved/Denied) (DAN 20-02-69440) <i>6 years after end of calendar year (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum/Courses (DAN 20-02-69439) <i>6 years after superseded (Non-Archival)</i></p>
<p>Textbook Orders (DAN CT0301.016) <i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>CT0401: STUDENT RECORDS and SUPPORT SERVICES</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Acceptance Letters – Special Instructional Programs (DAN CT0401.001)</p> <p><i>1 year, until administrative need is satisfied, or according to institution/specific program policy, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Enrolled (DAN 20-02-69423) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424) <i>2 years after beginning of academic quarter for which applied/last submission, whichever is later (Non-Archival)</i></p>
<p>ADA Accommodations (DAN CT0401.002)</p> <p><i>Disposition of request plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – DISABILITY SERVICES Disability Services – Accommodations (DAN 20-02-69441) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>
<p>Admission or Readmission (Reentry) Applications (DAN CT0401.003)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Enrolled (DAN 20-02-69423) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424) <i>2 years after beginning of academic quarter for which applied/last submission, whichever is later (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Advisor's Files (DAN CT0401.004)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ADVISING Academic and Career Advising – Current Students (DAN 20-02-69417) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ADVISING Veteran Student Files (DAN 20-02-69488) <i>6 years after graduation/date of last attendance, (Non-Archival)</i></p>
<p>Athletic Eligibility File (DAN CT0401.005)</p> <p><i>According to Northwest Athletic Association or institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ATHLETICS Conference Eligibility – Individual Student Athletes (DAN 20-02-69436) <i>10 years after end of eligibility (Non-Archival)</i></p>
<p>Attendance Books – Instructors (DAN CT0401.006)</p> <p><i>Length of time a student has to appeal attendance plus 1 quarter (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Coursework Grades/Scores/Comments (DAN 20-02-69438) <i>2 years after end of academic quarter (Non-Archival)</i></p>
<p>Attendance Change Forms/Appeals and Grievance Files (DAN CT0401.007)</p> <p><i>Last quarter attended plus 5 years, or according to institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Academic Appeals/Grievances (DAN 20-02-69418) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Attendance Sheets/Verifications (DAN CT0401.008)</p> <p><i>End of quarter plus 1 year, or until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Enrollment Reports (DAN 20-02-69445) <i>2 years after end of academic quarter (Non-Archival)</i></p>
<p>Class Schedules and Flyers Announcing Workshops, Short-Courses, Mini-Sessions, Seminars, Conferences, Etc. (DAN CT0401.009)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CURRICULUM DEVELOPMENT Curriculum/Courses (DAN 20-02-69439) <i>6 years after superseded (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – CLASS SCHEDULING Scheduling Data (DAN 20-02-69474) <i>3 years after end of academic year (Non-Archival)</i></p>
<p>Commencement Programs (DAN CT0401.010)</p> <p><i>Until administrative need is satisfied (Archival – Permanent Retention)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Events and Activities Flyers/Announcements (DAN CT0401.011)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Celebrations/Ceremonies/Events – Routine (DAN GS 05008) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Complaint File – Students (DAN CT0401.012)</p> <p><i>1 year following final disposition of complaint or according to institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Academic Appeals/Grievances (DAN 20-02-69418) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Exonerated (DAN GS 03006) <i>Until exoneration (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Client/Customer Feedback and Complaints (DAN GS 09016) <i>3 years after feedback received/resolution of complaint (Non-Archival)</i></p>
<p>Cooperative Work Experience Request File (DAN CT0401.013)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Course Catalogs (DAN CT0401.014) <i>Permanent (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Course Repeat Record (DAN CT0401.015) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Class Registration (DAN 20-02-69434) <i>6 years after end of academic year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Course Waiver, and/or Advanced Standing, and Graduation Petitions (DAN CT0401.016)</p> <p><i>Last quarter attended plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – GRADUATION Petitions for Exception (DAN 20-02-69467) <i>6 years after degree is awarded/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – GRADUATION Verification of Graduation Requirements (DAN 20-02-69487) <i>6 years after degree is awarded/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 20-02-69447) <i>1 year after end of academic year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Disciplinary/Academic Actions – Students (DAN CT0401.017)</p> <p><i>Last quarter attended plus 1 year or according to institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – MISCONDUCT Student Disciplinary Investigations – Sanctions Imposed (DAN 20-02-69481) <i>6 years after completion of disciplinary action and expiration of appeal period, if any (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – MISCONDUCT Student Disciplinary Investigations – Exonerated (DAN 20-02-69480) <i>Until completion of exoneration (Non-Archival)</i></p>
<p>Enrollment Verifications (DAN CT0401.018)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – TRANSCRIPTS Transcript Requests (DAN 20-02-69485) <i>1 year after date submitted (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Financial Aid Awards (DAN CT0401.019)</p> <p><i>6 years after funds are dispersed, acceptance of audit report, resolution of litigation, or satisfaction of retention period stated by grantor, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Financial Aid Reports – Internal (DAN 20-02-69449) <i>6 years after end of award year (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476) <i>6 years after conditions of award satisfied (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities (DAN 20-02-69477) <i>6 years after student graduates or is no longer enrolled (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Student Aid Disbursement – Loans Administered by the College (DAN 20-02-69478) <i>6 years after loan repayment, reconciliation, or assignment to the Board of Education (Non-Archival)</i></p>
<p>Foreign Student Forms (DAN CT0401.020)</p> <p><i>According to institutional policy or immigration guidelines, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ADVISING Immigration/Visa Advising – Foreign Students (DAN 20-02-69456) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Grade Book – Instructors (DAN CT0401.021)</p> <p><i>Length of time a student has to appeal a grade plus 1 quarter (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Coursework Grades/Scores/Comments (DAN 20-02-69438) <i>2 years after end of academic quarter (Non-Archival)</i></p>
<p>Grade Change Forms/Appeals and Grievance Files (DAN CT0401.022)</p> <p><i>5 years following last quarter attended or according to institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Academic Appeals/Grievances (DAN 20-02-69418) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>
<p>Grade Sheets/Verifications (DAN CT0401.023)</p> <p><i>End of quarter plus 1 year or until administrative need is satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Coursework Grades/Scores/Comments (DAN 20-02-69438) <i>2 years after end of academic quarter (Non-Archival)</i></p>
<p>Graduation Applications – Degrees, Certificates (DAN CT0401.024)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – GRADUATION Verification of Graduation Requirements (DAN 20-02-69487) <i>6 years after degree is awarded/date of last attendance (Non-Archival)</i></p>
<p>Graduation Authorizations (DAN CT0401.025)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – GRADUATION Verification of Graduation Requirements (DAN 20-02-69487) <i>6 years after degree is awarded/date of last attendance (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>High School Release (DAN CT0401.026) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Enrolled (DAN 20-02-69423) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424) <i>2 years after beginning of academic quarter for which applied/last submission, whichever is later (Non-Archival)</i></p>
<p>Honor Roll Students (DAN CT0401.027) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Grade Confirmation and Class/Rank Reports (DAN 20-02-69451) <i>2 years after end of academic quarter (Non-Archival)</i></p>
<p>Job Placement Forms – Part Time, Full-Time (DAN CT0401.028) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) General Information – External (DAN GS 50004) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Letters of Recommendation (DAN CT0401.029)</p> <p><i>Last quarter attended plus 1 year, until administrative need is satisfied, or according to institutional/program policy, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Enrolled (DAN 20-02-69423) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424) <i>2 years after beginning of academic quarter for which applied/last submission, whichever is later (Non-Archival)</i></p>
<p>Letters of Reference (DAN CT0401.030)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Reference Letters for Students (DAN 20-02-69470) <i>2 years after date of reference (Non-Archival)</i></p>
<p>Major/Program Change Authorizations (DAN CT0401.031)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Major Applications – Approved (DAN 20-02-69461) <i>6 years after end of academic year (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Major Applications – Denied or Incomplete (DAN 20-02-69462) <i>1 year after quarter of denial/date of last submission (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Name Change Authorizations (DAN CT0401.032) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – TRANSCRIPTS Transcripts (Permanent Student Records) (DAN 20-02-69486) <i>Retain for life of agency, then transfer to Student Achievement Council for permanent retention (Non-Archival)</i></p>
<p>Nondisclosure of Directory Information (DAN CT0401.033) <i>Date submitted plus 1 year or according to institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Student Requests for Nondisclosure of Directory Information (DAN 20-02-69484) <i>Until the education records of the student are no longer retained, or until request is terminated by student (Non-Archival)</i></p>
<p>Parking Citations File (DAN CT0401.034) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – SECURITY AND PARKING SERVICES Parking and Traffic Fines (DAN 20-02-69465) <i>6 years after matter resolved (Non-Archival)</i></p>
<p>Registration Transaction Log (DAN CT0401.035) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Enrollment Reports (DAN 20-02-69445) <i>2 years after end of academic quarter (Non-Archival)</i></p>
<p>Registration Transactions Via Telephone or Web Sites (Student and Courses) (DAN CT0401.036) <i>Close of quarter in which registration occurred plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Class Registration (DAN 20-02-69434) <i>6 years after end of academic year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Registration Transactions Forms – Not Recorded Via Telephone or Web Sites (DAN CT0401.037)</p> <p><i>Receipt of letter from SBCTC re: satisfactory enrollment review, or 6 years from receipt of letter if audit exceptions are noted (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Class Registration (DAN 20-02-69434) <i>6 years after end of academic year (Non-Archival)</i></p>
<p>Residency Classification Forms (DAN CT0401.038)</p> <p><i>Close of quarter in which registration occurred plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ENROLLMENT AND REGISTRATION Residency Reclassification (DAN 20-02-69473) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>
<p>Running Start (DAN CT0401.039)</p> <p><i>6 years following termination of agreement, resolution of litigation, or according to institutional policy, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Scholarships – Awarded (DAN CT0401.040)</p> <p><i>Termination of program plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT - PLANNING Establishment/Development History of Agency/Programs (DAN GS 10013) <i>6 years after end of calendar year (Archival – Appraisal Required)</i></p>
<p>Scholarships – Not Awarded (DAN CT0401.041)</p> <p><i>Completion of application process plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Student Aid Eligibility Determination/Tracking (DAN 20-02-69479) <i>6 years after student graduates or is no longer enrolled (Non-Archival)</i></p>

Student Government, Clubs and Organizations Files (DAN CT0401.042)

3 years (Archival – Appraisal Required)

Revoked – Now covered by:

State Government General Records Retention Schedule

AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT

Governing/Executive/Policy-Setting Body Records (DAN GS 10004)

6 years after end of calendar year (Archival – Permanent Retention)

AND

State Government General Records Retention Schedule

AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT

Advisory Body Records (DAN GS 10015)

6 years after end of calendar year (Archival – Appraisal Required)

AND

AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT

Meetings – Staff and Internal Committees (DAN GS 09009)

2 years after end of calendar year and until no longer needed for agency business (Non-Archival)

AND

State Government General Records Retention Schedule

AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT

Meeting Arrangements (DAN GS 09024)

Until no longer needed for agency business (Non-Archival)

AND

State Government General Records Retention Schedule

AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT

Meeting Materials – Ballots (DAN GS 09025)

Until no longer needed for agency business (Non-Archival)

AND

State Government General Records Retention Schedule

AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT

Meeting Materials – Members’ Copies/Notes (DAN GS 09026)

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
	<p><i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> DEVELOPMENT AND OUTREACH – FUNDRAISING Fundraising Efforts (DAN 20-02-69450) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Test Information (DAN CT0401.043)</p> <p><i>Last quarter attended plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ADVISING Academic and Career Advising – Current Students (DAN 20-02-69417) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>
<p>Test Scores – Enrolled Students (DAN CT0401.044)</p> <p><i>Last quarter attended plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> TEACHING AND LEARNING – ASSESSMENT/EVALUATION Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 20-02-69447) <i>1 year after end of academic year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Transcript – Permanent Student Academic Record (DAN CT0401.045) <i>Permanent (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – TRANSCRIPTS Transcripts (Permanent Student Records) (DAN 20-02-69486) <i>Retain for life of agency, then transfer to Student Achievement Council for permanent retention (Non-Archival)</i></p>
<p>Transcript Evaluations (Transfer Credit) (DAN CT0401.046) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Enrolled (DAN 20-02-69423) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete (DAN 20-02-69424) <i>2 years after beginning of academic quarter for which applied/last submission, whichever is later (Non-Archival)</i></p>
<p>Transcript Requests Made by Students (DAN CT0401.047) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – TRANSCRIPTS Transcript Requests (DAN 20-02-69485) <i>1 year after date submitted (Non-Archival)</i></p>
<p>Transcripts Received – Enrolled Students (DAN CT0401.048) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT ADMINISTRATION – ADMISSIONS Admissions Applications – Enrolled (DAN 20-02-69423) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Tuition and Fee Charges (DAN CT0401.049) <i>End of quarter in which enrollment occurs plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p>AND</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – FINANCIAL AID Student Aid Disbursement – College-Administered Gift Aid and Work Study (DAN 20-02-69476) <i>6 years after conditions of award satisfied (Non-Archival)</i></p>
<p>Veterans Administration Records (DAN CT0401.050) <i>According to Veterans Administration guidelines or institutional policy, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>Community and Technical Colleges Sector Records Retention Schedule</i> STUDENT AND CAMPUS SERVICES – ADVISING Veteran Student Files (DAN 20-02-69488) <i>6 years after graduation/date of last attendance (Non-Archival)</i></p>
<p>CT0501: LIBRARIES, MEDIA AND RESOURCE LEARNING CENTERS</p>	
<p>Acquisition Records – Annual (DAN CT0501.001) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Collection Control (DAN GS 15023) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Bibliographic Records (DAN CT0501.002) <i>Item removed from collection plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Catalog (DAN GS 15021) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Borrower/Patron Information (DAN CT0501.003) <i>Until name removed from circulation system (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Circulation (DAN GS 15022) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Circulation Records (DAN CT0501.004) <i>Until return of borrowed item (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Circulation (DAN GS 15022) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Obligations of Patrons – Outstanding (DAN CT0501.005) <i>Item cleared plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Disputes and Collections (DAN GS 01003) <i>6 years after matter resolved (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Statistical Records – Circulation, Library Utilization, Film Usage, Etc. (DAN CT0501.006)</p> <p><i>End of fiscal year plus 2 years or until administrative need is satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Minor/Routine) (DAN GS 09006) <i>2 years after conclusion of study (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029) <i>2 years after end of fiscal year (Non-Archival)</i></p>
<p>Film Requests – Forms and Booking Information (DAN CT0501.007)</p> <p><i>End of fiscal year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Circulation (DAN GS 15022) <i>Until no longer needed for agency business (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Interlibrary Loan Requests (Excludes Requests for Copies of Periodical Articles Published Within Last Five Years) (DAN CT0501.008)</p> <p><i>End of fiscal year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Collection Control (DAN GS 15023) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Interlibrary Loan Request for Photocopies of Periodical Articles Published Within Five Years Prior to Date of Request) (DAN CT0501.009)</p> <p><i>End of fiscal year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – LIBRARY SERVICES Collection Control (DAN GS 15023) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>On-Line Information Service – Usage Record Log (DAN CT0501.010)</p> <p><i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>CT0601: FISCAL and ACCOUNTING OPERATIONS – FINANCE – GENERAL</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Accounts Payable – Distribution of (DAN CT0601.001) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Affidavit of Forged Endorsement (DAN CT0601.002) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Disputes and Collections (DAN GS 01003) <i>6 years after matter resolved (Non-Archival)</i></p>
<p>Banking Records (DAN CT0601.003) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Banking – Accounts and Transactions (DAN GS 01013) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Banking – Deposited Items (DAN GS 01068) <i>14 days after date of deposit (Non-Archival)</i></p>

Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i>	Now Covered by: 1. Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i> ; and/or 2. New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Bid Documents (DAN CT0601.004)</p> <p><i>6 years following close of bid or resolution of litigation, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Successful (DAN GS 06004) <i>6 years after completion of purchase or fulfillment of contract (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Unsuccessful (DAN GS 06007) <i>3 years after bid award or cancellation date (Non-Archival)</i></p>
<p>Cash Receipts Journal Summary (DAN CT0601.005)</p> <p><i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Check Register – When Not Used as a Summary (DAN CT0601.006)</p> <p><i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Check Register – When Used as a Summary (DAN CT0601.007)</p> <p><i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Claims Warrant Register (DAN CT0601.008) <i>10 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Disputes and Collections (DAN GS 01003) <i>6 years after matter resolved (Non-Archival)</i></p>
<p>Contracts for Purchases, Purchased Services, Leases or Rentals (DAN CT0601.009) <i>6 years after termination of contract, resolution of litigation, or satisfaction of retention period stated in contract, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Encumbrance and Liquidation Records (DAN CT0601.010) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>Escrow Agreements (DAN CT0601.011) <i>6 years after termination of contract, resolution of litigation, or satisfaction of retention period stated in contract, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Fiscal Office Administration Files (DAN CT0601.012) <i>2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>More specific records series based on the function/content of the record</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Fiscal Policies and Procedures (DAN CT0601.013) <i>6 years after superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>General Ledger (DAN CT0601.014) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Indebtedness of State of Washington to a Deceased Employee – Claim of (DAN CT0601.015) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Disputes and Collections (DAN GS 01003) <i>6 years after matter resolved (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>
<p>Journal Vouchers (DAN CT0601.016) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Personal Services Contracts (DAN CT0601.017)</p> <p><i>6 years following termination of contract, resolution of litigation, or satisfaction of retention period stated in contract, whichever is longest (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>Property Disposal Request (DAN CT0601.018)</p> <p><i>Disposal date plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Public Works Requisition (DAN CT0601.019)</p> <p><i>Work completed plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Project Administration and Process (DAN GS 21014) <i>6 years after project completion/acceptance (Non-Archival)</i></p>
<p>Purchase Requests – Supplies and Equipment (DAN CT0601.020)</p> <p><i>Date approved/not approved plus 30 days (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Supply and Equipment Requests (DAN GS 06001) <i>30 days after date of receipt (Non-Archival)</i></p>

Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i>	Now Covered by: 1. Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i> ; and/or 2. New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
Revenue Ledger (DAN CT0601.021) <i>6 years (Non-Archival)</i>	Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Revenue Reports (DAN CT0601.022) <i>6 years (Non-Archival)</i>	Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Travel Authorizations (DAN CT0601.023) <i>6 years (Non-Archival)</i>	Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – TRAVEL Travel (DAN GS 07001) <i>6 years after end of fiscal year in which travel was completed (Non-Archival)</i>
Travel Expense Vouchers (DAN CT0601.024) <i>6 years (Non-Archival)</i>	Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – TRAVEL Travel (DAN GS 07001) <i>6 years after end of fiscal year in which travel was completed (Non-Archival)</i>
Vehicle Usage Reports – College Owned (DAN CT0601.025) <i>2 years (Non-Archival)</i>	Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – OPERATIONS AND USE Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003) <i>3 years after asset returned/use completed (Non-Archival)</i>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Vendor Payment Files (DAN CT0601.026) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>CT0602: FISCAL and ACCOUNTING OPERATIONS – MAIL SERVICES</p>	
<p>Bulk Rate Mailings – Statement of (DAN CT0602.001) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Postage Meter Records (DAN CT0602.002) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Mail Pickup and Delivery Records (DAN CT0602.003) <i>3 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Mail Services Subject Files (DAN CT0602.004) <i>Until administrative need is satisfied (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>More specific records series based on the function/content of the record</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Mailing Book (DAN CT0602.005) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) 6 years after end of fiscal year (Non-Archival)</i></p>
<p>Mailing with Permit Imprints – Statement of (DAN CT0602.006) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) 6 years after end of fiscal year (Non-Archival)</i></p>
<p>Postal Charges (DAN CT0602.007) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) 6 years after end of fiscal year (Non-Archival)</i></p>
<p>Second Class Mailing – Application and Permit for (DAN CT0602.008) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) 6 years after end of fiscal year (Non-Archival)</i></p>
<p>Second Class Publication – Statement of Mailing (DAN CT0602.009) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) 6 years after end of fiscal year (Non-Archival)</i></p>
<p>CT0603: FISCAL and ACCOUNTING OPERATIONS – FINANCE MANAGEMENT SYSTEM</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Accounts Receivable and Accounts Payable Reports (FMS Report Prefix BM) (DAN CT0603.001)</p> <p><i>Close of fiscal period plus 2 years or until business office requirements are satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Annual Budget Reports (FMS Report Prefix BA) (DAN CT0603.002)</p> <p><i>Close of fiscal period plus 2 years or until business office requirements are satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>General Ledger Reports (FMS Report Prefix GA) (DAN CT0603.003)</p> <p><i>Daily reports: 1 year or until business office requirements are satisfied, whichever is longer. All other reports: 3 years or until business office requirements are satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Grants and Contract and Capital Project Budget Reports (FMS Report Prefix PM) (DAN CT0603.004)</p> <p><i>Final grant billing or project completion plus 3 years or until business office requirements are satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>State Board for Community and Technical College's (SBCTC) Reports (FMS Report Prefix CR) (DAN CT0603.005)</p> <p><i>3 years or until administrative need is satisfied, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>CT0604: FISCAL and ACCOUNTING OPERATIONS – AGENCY FINANCIAL REPORTING SYSTEM (AFRS) REPORTS</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>DTR-9: In-Process Reports (DAN CT0604.001) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Monthly Reports (DAN CT0604.002) <i>1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>TAPRPT – The Allotment Preparation System (DAN CT0604.003) <i>90 days (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>
<p>CT0701: GRANTS MANAGEMENT</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Grants Denied (DAN CT0701.001) <i>Grant application denied plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Denied) (DAN GS 23002) <i>1 year after grant application denied (Non-Archival)</i></p> <p>AND</p> <p>FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency – Unsuccessful Applications (DAN GS 23006) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Grants Issued by the Federal Government (DAN CT0701.002) <i>6 years after end of grant period (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency (DAN GS 23004) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Successful) (DAN GS 23001) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Grants Issued by the State/SBCTC (DAN CT0701.003) <i>6 years after end of grant period (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Successful) (DAN GS 23001) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Program Administration (DAN GS 23003) <i>6 years after end of funding period/grant cycle (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency (DAN GS 23004) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)</i></p>
<p>CT0801: FACILITIES, EQUIPMENT and PROPERTY MANAGEMENT</p>	

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>"As-Built" Construction/Remodeling Drawings (DAN CT0801.001) <i>Disposition of building plus 6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) <i>6 years after completion/abandonment of project (Archival – Permanent Retention)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) <i>6 years after disposal of asset/abandonment of project (Non-Archival)</i></p>
<p>Asset Depreciation Reports (DAN CT0801.002) <i>Until superseded plus 90 days (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>
<p>Capital Assets Management System (CAMS) (DAN CT0801.003) <i>Until superseded (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>
<p>Custodial Files (DAN CT0801.004) <i>Close of fiscal year plus 1 year (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Equipment and Furniture Inventories (DAN CT0801.005)</p> <p><i>6 years after report is superseded or equipment is off inventory, whichever is longer (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>
<p>Facility Management Subject Files (DAN CT0801.006)</p> <p><i>Administrative need satisfied plus 2 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>
<p>Fixed Assets Inventory Files (DAN CT0801.007)</p> <p><i>Disposition of asset plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Job Cost Accounting Files – Maintenance Work Order Files and Logs (DAN CT0801.008)</p> <p><i>Completion of job plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Lease Files (DAN CT0801.009)</p> <p><i>Expiration of agreement plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Maintenance and Repair Records – Equipment (DAN CT0801.010) <i>Disposition of item plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p>
<p>Maintenance and Repair Records – Motor Vehicles (DAN CT0801.011) <i>Disposition of vehicle plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Physical Plant Systems Monitoring and Inspection Records (DAN CT0801.012)</p> <p><i>Disposition of equipment plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p>
<p>Reference Drawings and Files – Physical Plant Maintenance and Operations (DAN CT0801.013)</p> <p><i>Until superseded plus 3 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) <i>6 years after completion/abandonment of project (Archival – Permanent Retention)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) <i>6 years after disposal of asset/abandonment of project (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Remodeling and Major Repairs Files (DAN CT0801.014) <i>Disposition of building plus 6 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Facility Systems and Equipment – Installation (DAN GS 21015) <i>6 years after disposal of systems/equipment (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) <i>6 years after completion/abandonment of project (Archival – Permanent Retention)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) <i>6 years after disposal of asset/abandonment of project (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Space Allocation Planning Files (DAN CT0801.015) <i>Completion of action plus 4 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Project Administration and Process (DAN GS 21014) <i>6 years after project completion/acceptance (Non-Archival)</i></p> <p>AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p>
<p>Supplies, Commodities and Parts Disbursement Records (DAN CT0801.016) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – OPERATIONS AND USE Disbursement of Agency Supplies/Consumables (DAN GS 16005) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Supplies, Commodities And Parts Inventories (DAN CT0801.017) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Supplies, Commodities and Parts (DAN GS 16004) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Surplus Property Records (DAN CT0801.018) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by:</p> <p><i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Tenant Records (DAN CT0801.019) <i>Expiration of agreement plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>
<p>CT0901: REAL PROPERTY MANAGEMENT</p>	
<p>Deeds, Patents, Clear Lists (DAN CT0901.001) <i>50 years (Archival – Appraisal Required)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Land Acquisition Documentation (DAN GS CT0901.002) <i>Disposition of parcel plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p> <p style="text-align: center;">AND</p> <p><i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by: 1. Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or 2. New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i></p>
<p>Land Administration Files (DAN GS CT0901.003) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i> AND <i>State Government General Records Retention Schedule</i> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p>
<p>Land Appraisals (DAN GS CT0901.004) <i>6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Land Condemnations (DAN GS CT0901.005) <i>75 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Lands Escheated to the State (DAN GS CT0901.006) <i>75 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>

<p>Existing Records Series Being Revoked from <i>General Retention Schedule for Washington's Community and Technical College System (February 1998)</i></p>	<p>Now Covered by:</p> <ol style="list-style-type: none"> Existing Records Series in <i>State Government General Records Retention Schedule v.6.0 (June 2016)</i>; and/or New Records Series in <i>Community and Technical Colleges Sector Records Retention Schedule v.2.0 (February 2020)</i>
<p>Lands Inventory (DAN GS CT0901.007) <i>Until superseded plus 6 years (Non-Archival)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>
<p>Water Rights Acquired by Colleges (DAN GS CT0901.008) <i>50 years (Archival – Permanent Retention)</i></p>	<p>Revoked – Now covered by: <i>State Government General Records Retention Schedule</i> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>