

Summary of Changes

Community and Technical Colleges Records Retention Schedule v.2.1 (December 2022)

New Records Series Added

- Three (3) new records series have been added to this records retention schedule:
 1. **Sexual Harassment / Sex Discrimination Complaints (Title IX) – Employees/Others (DAN 22-12-69668) p.10**
“7 years after issuance of determination and completion of disciplinary action (if any) and expiration of appeal period (if any) (Non-Archival)”
Rationale: Retention based on 7-year requirements for complaint records (34 CFR §106.45(10)).
 2. **Sexual Harassment / Sex Discrimination Complaints (Title IX) – Students (DAN 22-12-69669) p.23**
“7 years after issuance of determination and completion of disciplinary action (if any) and expiration of appeal period (if any) (Non-Archival)”
Rationale: Retention based on 7-year requirements for complaint records (34 CFR §106.45(10)).
 3. **Training Materials (Sexual Harassment Complaints – Title IX) (DAN 22-12-69670) p.5**
“7 years after training materials last used (Non-Archival)”
Rationale: Retention based on 7-year requirements for Title IX training materials (34 CFR §106.45(10)).

Retention Changes

- None

Other Minor Changes

- One (1) records series has changes to its title and/or description:
 1. **Class Registration (DAN 20-02-69434) p.16**
Rationale: Clarified that class consent forms were covered by this records series.
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Series Being Revoked

- None

Net Increase in Records Series: 3 (from 73 series up to 76 series)