

Summary of Changes

Community and Technical Colleges Records Retention Schedule v.2.2 (April 2025)

New Records Series Added

- Three (3) new records series have been added to this records retention schedule:
 1. **Course Materials (DAN 25-04-69855) p.48**
“1 year after end of academic year and until no longer needed for agency business (Non-Archival)”
 2. **Emergency Alert System (EAS) Logs (DAN 25-04-69856) p.33**
“2 years after end of calendar year and until no longer needed for agency business (Non-Archival)”
Rationale: Retention based on 2-year minimum and other requirements for FCC logs (47 CFR §73.1840(a)).
 3. **Station Telemetry & Transmitter Performance Logs (DAN 25-04-69857) p.33**
“2 years after end of calendar year (Non-Archival)”
Rationale: Retention based on 2-year requirements for operator logs (47 CFR §73.1590).

Retention Changes

- None

Other Minor Changes

- One (1) activity added to one (1) section:
 1. **Broadcasting and Streaming Services added to STUDENT AND CAMPUS SERVICES**
Rationale: Clarified retention of records created and received by community college TV and radio stations.

Essential Designation Changes

- None

Archival Designation Changes

- None

Series Being Revoked

- None

Net Increase in Records Series: 3 (from 76 series up to 79 series)