

## Summary of Changes

### ***Community and Technical Colleges Records Retention Schedule v.2.2 (November 2024)***

#### **New Records Series Added**

- Three (3) new records series have been added to this records retention schedule:
  1. **Course Materials (DAN XX-XX-XXXXX) 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 XX-XX-XXXXX) 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 XX-XX-XXXXX) 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)***

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