



**WASHINGTON**  
Secretary of State  
Washington State Archives

**Higher Education Facilities Authority Records Retention Schedule**  
**Version 1.0 (April 2025)**

**This schedule applies to: Higher Education Facilities Authority**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Higher Education Facilities Authority relating to the unique functions of higher education facility financing and student loan financing. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of agency resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Higher Education Facilities Authority are revoked. The Higher Education Facilities Authority must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on April 2, 2025.

Signed by:

*Al Rose*

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**For the State Auditor:**

**Al Rose**

Signed by:

*Suzanne Becker*

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**For the Attorney General:**

**Suzanne Becker**

Signed by:

*Marie Davis*

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**For the Office of Financial Management:**

**Marie Davis**

Signed by:

*Heather Hirota*

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**The State Archivist:**

**Heather Hirota**



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	April 2, 2025	Consolidation of all existing disposition authorities (with some revisions, some record series titles and descriptions.) New record series added. Several record series were revoked.

For assistance and advice in applying this records retention schedule,  
please contact the Higher Education Facilities Authority's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. HIGHER EDUCATION FACILITY FINANCING

This section covers records relating to facilitating access for non-profit colleges and universities to the tax-exempt municipal bond market for financing capital costs.

1.1 LOAN APPLICATION REVIEW AND APPROVAL			
<i>The activity of reviewing and approving bond financing applications.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-10-36312 Rev. 2	<p><b><i>Bond Financing Applications (Bonds Issued)</i></b></p> <p>Records relating to the review and approval of bond financing applications when bonds are issued.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications for financial assistance;</li> <li>• Feasibility studies and evaluations/staff notes;</li> <li>• Rating agency memos and periodic credit reports;</li> <li>• Billing and payment records of service fees;</li> <li>• Related communications/correspondence;</li> </ul>	<p><b>Retain</b> for 6 years after bond maturity or defeasance (early pay off)</p> <p><i>or</i></p> <p>for the life of refunding bonds, if applicable</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL</p> <p><b>ESSENTIAL</b></p> <p>(for Disaster Recovery)</p> <p>OPR</p>
25-04-69858 Rev. 0	<p><b><i>Bond Financing Applications (Bonds Not Issued/Denied)</i></b></p> <p>Records relating to the review of bond financing applications when bonds are approved but not issued or the application is denied.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications for financial assistance;</li> <li>• Feasibility studies and evaluations/staff notes;</li> <li>• Rating agency memos and periodic credit reports;</li> <li>• Related communications/correspondence.</li> </ul>	<p><b>Retain</b> for 6 years after date of last action</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL</p> <p>NON-ESSENTIAL</p> <p>OPR</p>



**1.1 LOAN APPLICATION REVIEW AND APPROVAL**

*The activity of reviewing and approving bond financing applications.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-06-58542  Rev. 1	<p><b><i>Bond Transcripts of Higher Education Financing</i></b></p> <p>The original copy of the transcript of proceeding pertaining to the authorization, sale, issuance and delivery of Washington Higher Education Facilities Authority Bonds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Public hearing notices related to bond financing;</li> <li>• Governor’s certificate and public hearing related documents;</li> <li>• Affidavit of mailing and publication.</li> </ul>	<p><b>Retain</b> for 37 years after bond maturity or defeasance (early pay off)</p> <p><i>or</i></p> <p>for the life of refunding bonds, if applicable</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL  <b>ESSENTIAL</b>                      (for Disaster Recovery)                      OPR</p>



## 2. STUDENT LOAN FINANCING

This section covers records relating to facilitating student loan financing.

2.1 LOAN APPLICATION REVIEW AND APPROVAL			
<i>The activity of reviewing and approving student loan financing applications.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
25-04-69859 Rev. 0	<p><b><i>Student Loan Financing (Bonds Issued)</i></b></p> <p>Records relating to the issuance of bonds for a student loan financing program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Legal documents;</li> <li>• Billing and payment records of service fees;</li> <li>• Related communications/correspondence.</li> </ul>	<p><b>Retain</b> for 37 years after bond maturity or defeasance (early pay off)</p> <p><i>or</i></p> <p>for the life of refunding bonds, if applicable</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>
25-04-69860 Rev. 0	<p><b><i>Student Loan Financing (Bonds Terminated/Cancelled)</i></b></p> <p>Records relating to issuance of bonds for a student loan financing program when bonds are terminated or cancelled.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Billing and payment records of service fees;</li> <li>• Related communications/correspondence.</li> </ul>	<p><b>Retain</b> for 6 years after termination or cancellation of bond issue</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

### ***Essential Records***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### ***Local Records Committee***

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### ***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

### ***Records Series***

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.





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*See the State Government General Records Retention Schedule for "Archival" records.*

**ESSENTIAL RECORDS INDEX**

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