

General Records Retention Schedules and Records Management Manual

Washington's Community and Technical College System

RETENTION PERIOD	RECORD TITLE	COMMENTS
PERMANENT	Transcripts	Microfilm/Send to State Archives annually
PERMANENT	Catalogs	Microfilm/Store in Library
10 years	MIS SBCTC on-line quarterly reports	
7 years	Veteran Administration Records	
6 years	Financial Aid Documents	
	Foreign Student Forms	Per Immigration office
	Refunds and attached documents	File with registration forms
	Registration forms	
	Residency Classification Forms	
	Running Start	
	Tuition & Fee charges assessed students	
5 years	Change of Grade forms/appeals	
	Credit Equivalency	
	Credit by Exam	
	Grade Error Petition	
	Grade Exclusion	
Last quarter attended plus 1 year	Disciplinary/Academic Action	
Length of time student has to appeal grades plus 1 year	Grade books (rosters)-Instructor	If instructor leaves before time period, documents must be retained by Department or other designated administrative office.
1 year or until Administrative Need Satisfied	Academic Action authorizations and suspension files	
	Acceptance Letters	Special Instructional Programs
	Athletic Eligibility	
	Course Challenge Records	
	Enrollment Verifications	
	Graduation Applications	Degrees or certificates
	Graduation Authorization	
	High School Release Forms	
	High School transcripts	
	Letters of Recommendations	
	Major/Program Change Authorizations	
	Name Change Authorizations	
	Other College Transcripts	
	Record for Course Waiver/Advanced Standing	
	Student Request for Nondisclosure of Director Info	
	Test Scores	
	Transfer Credit Evaluations	
6 months	Transcript requests made by students	