This schedule applies to: Central Washington University

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of the public records of the Central Washington University relating to the unique functions of the university. The schedule is to be used in conjunction with the State Government General Records Retention Schedule (SGGRRS), 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 state 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 Central Washington University are revoked. The Central Washington University 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 August 2, 2023.

Signature on File
For the State Auditor: Al Rose

Signature on File
For the Attorney General: Suzanne Becker

Signature on File
For the Office of Financial Management: Gwen Stamey

Signature on File
The State Archivist: Heather Hirotaka
## REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Approval</th>
<th>Extent of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>June 3, 2015</td>
<td>Major revision and consolidation of all existing disposition authorities.</td>
</tr>
<tr>
<td>1.1</td>
<td>December 2, 2015</td>
<td>Minor revisions to the Childcare Services, Health Services, and Police and Parking Services sections.</td>
</tr>
<tr>
<td>1.2</td>
<td>June 29, 2016</td>
<td>Minor revisions to the Financial Aid section.</td>
</tr>
<tr>
<td>1.3</td>
<td>June 14, 2017</td>
<td>Minor revisions to the Assessment/Evaluation, Health Services, and Police and Parking Services sections. Discontinue six records series better covered by the <em>State Government General Records Retention Schedule</em>.</td>
</tr>
<tr>
<td>1.4</td>
<td>August 7, 2019</td>
<td>Minor revisions.</td>
</tr>
<tr>
<td>1.5</td>
<td>February 3, 2021</td>
<td>Minor revisions, primarily to the Police and Parking Services and Curriculum Development sections.</td>
</tr>
<tr>
<td>1.6</td>
<td>October 5, 2022</td>
<td>Minor revisions, primarily to the Police and Parking Services section. Added Agency Management – Civil Rights Compliance section for Title IX records.</td>
</tr>
<tr>
<td>1.7</td>
<td>February 1, 2023</td>
<td>Minor revisions to the Curriculum Development section.</td>
</tr>
<tr>
<td>1.8</td>
<td>August 2, 2023</td>
<td>Minor revisions to the Assessment/Evaluation and Curriculum Development sections.</td>
</tr>
</tbody>
</table>

For assistance and advice in applying this records retention schedule, please contact the Central Washington University’s Records Officer or Washington State Archives at:

recordsmanagement@sos.wa.gov
# TABLE OF CONTENTS

1. **AGENCY MANAGEMENT** ............................................................................................................. 5  
   1.1 CIVIL RIGHTS COMPLIANCE ................................................................................................. 5

2. **DEVELOPMENT AND OUTREACH** ......................................................................................... 7  
   2.1 DONATIONS/GIFTS ................................................................................................................ 7  
   2.2 FUNDRAISING ....................................................................................................................... 8  
   2.3 STUDENT RECRUITMENT ..................................................................................................... 9

3. **HUMAN RESOURCE MANAGEMENT** ...................................................................................... 10

4. **RESEARCH** .............................................................................................................................. 11

5. **STUDENT ADMINISTRATION** .................................................................................................. 14  
   5.1 ADMISSIONS ....................................................................................................................... 14  
   5.2 ENROLLMENT AND REGISTRATION .................................................................................. 16  
   5.3 GRADUATION ...................................................................................................................... 23  
   5.4 MISCONDUCT ..................................................................................................................... 25  
   5.5 TRANSCRIPTS ...................................................................................................................... 26

6. **STUDENT AND CAMPUS SERVICES** .................................................................................... 27  
   6.1 ADVISING ........................................................................................................................... 27  
   6.2 ATHLETICS .......................................................................................................................... 31  
   6.3 CHILDCARE SERVICES ........................................................................................................ 36  
   6.4 CULTURAL COLLECTIONS MANAGEMENT ..................................................................... 38  
   6.5 DISABILITY SERVICES ......................................................................................................... 39  
   6.6 FINANCIAL AID .................................................................................................................... 40
6.7 HEALTH SERVICES ........................................................................................................... 43
6.8 HOUSING SERVICES ....................................................................................................... 45
6.9 POLICE AND PARKING SERVICES.................................................................................. 46

7. TEACHING AND LEARNING ............................................................................................ 48
7.1 ACCREDITATION ............................................................................................................. 48
7.2 ASSESSMENT/EVALUATION .......................................................................................... 49
7.3 CLASS SCHEDULING ..................................................................................................... 55
7.4 CURRICULUM DEVELOPMENT ..................................................................................... 56

8. LEGACY RECORDS ............................................................................................................ 58

GLOSSARY ............................................................................................................................... 59
INDEXES .................................................................................................................................... 61
1. AGENCY MANAGEMENT

This section covers records relating to agency management that are not covered by the State Government General Records Retention Schedule (SGGRRS).

1.1 CIVIL RIGHTS COMPLIANCE

The activity of following federal, state, and/or local statute governing the civil rights of employees and students under Title IX. All other activities relating to civil rights compliance are covered by the State Government General Records Retention Schedule.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-10-69665 Rev. 0</td>
<td>Title IX Sexual Harassment / Sex Discrimination Complaints</td>
<td>Retain for 7 years after issuance of determination and completion of disciplinary action (if any) and expiration of appeal period (if any) then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

Records relating to the grievance process for formal complaints of sexual harassment made against employees or students in accordance with 34 CFR §106.45. Includes, but is not limited to:

- Filed complaints and grievances;
- Informal resolutions, if any;
- Police reports;
- Investigative reports;
- Audio/audiovisual recording and/or transcript of hearing;
- Hearing questions and notes;
- Sanctions imposed;
- Data on others involved;
- Documentation of supportive measures;
- Remedies provided to complainant;
- Determinations and appeals.

Note: Retention based on 7-year requirements for complaint records (34 CFR §106.45(b)(10)).
## 1.1 CIVIL RIGHTS COMPLIANCE

The activity of following federal, state, and/or local statute governing the civil rights of employees and students under Title IX. All other activities relating to civil rights compliance are covered by the State Government General Records Retention Schedule.

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<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>22-10-69666 Rev. 0</td>
<td>Training Materials (Sexual Harassment Complaints – Title IX)</td>
<td>Retain for 7 years after training materials last used then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

Records documenting materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process in relation to grievance process for sexual harassment complaints in accordance with 34 CFR §106.45.  

Note: Retention based on 7-year requirements for Title IX training materials (34 CFR §106.45(b)(10)).
2. DEVELOPMENT AND OUTREACH

The function of developing the institution and its outreach to its community. Excludes records of the CWU Foundation, a privately governed non-profit corporation.

2.1 DONATIONS/GIFTS

The activity of receiving gifts and donations.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-06-68774 Rev. 0</td>
<td>Donations/Gifts – Assets</td>
<td>Retain for 6 years after disposition of asset and 6 years after fulfillment of agreement then Transfer to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting non-cash donations, gifts, and sponsorships made directly to the University. Includes, but is not limited to: • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. Excludes donations made to the CWU Foundation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-06-68775 Rev. 0</td>
<td>Donations/Gifts – Monetary</td>
<td>Retain for 6 years after end of fiscal year and 6 years after fulfillment of agreement then Transfer to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting monetary donations, gifts, and sponsorships made directly to the University. Includes, but is not limited to: • Correspondence/communications to and from donor; • Gifts and donations checklist; • Terms and agreements of the contribution made. Excludes donations made to the CWU Foundation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.2 FUNDRAISING

The activities associated with running campaigns to raise funds for various institution development activities.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-06-68781 Rev. 0</td>
<td><strong>Fundraising Efforts</strong></td>
<td>Retain for 6 years after end of fiscal year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

- **Fundraising Efforts**
  - Records relating to fundraising efforts by University departments, or by clubs and organizations that have been recognized by the Associated Students of Central Washington University Board of Directors (ASCWU BOD), where the University, club, or organization itself is the beneficiary.
  - Includes, but is not limited to:
    - Fundraising activities;
    - Advertising;
    - Related correspondence/communications.
  - Excludes:
    - Records relating to University fundraising efforts for charity, covered by Charity Fundraising (DAN GS 09021);
    - Records documenting fundraising efforts for charity by ASCWU BOD-recognized clubs and organizations, which are not University records;
    - Records relating to fundraising efforts by clubs and organizations that are not recognized by the ASCWU BOD, which are not University records;
    - Records of fundraising efforts by the CWU Foundation.
## 2.3 STUDENT RECRUITMENT

The activities associated with the institution encouraging prospective students to attend the institution.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-06-68789 Rev. 0</td>
<td>Recruitment/Visits – General</td>
<td>Retain for 2 years after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Records documenting contact with and visits by prospective students, outside of athletic recruitment. Includes, but is not limited to: • Correspondence/communications to/from prospective students; • Itineraries; • Copies of high school transcript and test scores, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-04-61423 Rev. 1</td>
<td>Recruitment/Visits – Prospective Student Athletes</td>
<td>Retain for 5 years after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting contact with and visits by prospective student-athletes who do not enroll at the University within 5 years, used to verify and demonstrate compliance with NCAA recruitment requirements as defined in Article 13 of the Operating Bylaws of the NCAA Division II Manual. Includes both official and unofficial visits. Includes, but is not limited to: • Correspondence/communications to/from prospective student-athletes; • Copies of high school transcripts and test scores; • Proof of duration of visit, including flight information, itinerary, copies of expenses, etc. Excludes recruitment/visit records for prospective student athletes who do enroll at CWU within 5 years, which are covered by NCAA Eligibility – Individual Student Athletes (DAN 07-04-61424).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management *where not covered by* the State Government General Records Retention Schedule.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-02-69623 Rev. 0</td>
<td><em>Authorizations/Certifications – Human Resources (Permanent Labor Certification)</em></td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Records relating to individual applications filed by the agency with the U.S. Department of Labor for permanent labor certification under 20 CFR Part 656, which would allow the agency to hire a foreign worker to work permanently in the United States. Includes, but is not limited to:</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>• Application for Permanent Employment Certification (such as ETA Form 9089);</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>• Prevailing wage documentation;</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>• Relevant records of recruitment, e.g., recruitment report, advertisement copies,</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>internal web postings, resumes received from U.S. workers, etc.</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Excludes:</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>• Records relating to immigration petitions (such as USCIS Form I-140) submitted to</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>U.S. Citizenship and Immigration Services by the agency, covered by</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Authorizations/Certifications – Human Resources (General) (DAN GS 03046);</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>• Records relating to the verification of employment eligibility within the United</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>States (such as USCIS Form I-9), covered by Employment Eligibility – U.S.</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Citizenship and Immigration Services (USCIS) (DAN GS 03036).</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td><em>Note:</em> 20 CFR § 656.10(f) requires employers to retain applications and supporting</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>documentation for permanent employment certification for at least 5 years.</td>
<td>Retain for 5 years after date of filing then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>
4. **RESEARCH**

The function of investigating or inquiring into a subject of interest in order to discover or apply facts and/or principles. Research may be funded by a grant, consultancy, or scholarship, or may be an unfunded act of academic scholarship undertaken within the institution. Includes activities associated with managing and administering research.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-06-68783 Rev. 1</td>
<td><strong>Human Subjects Review Council (HSRC) – Administration and Research Oversight</strong></td>
<td>Retain for 6 years after date of document then Transfer to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>
|                                   | Records documenting the review, monitoring, and oversight of human subject research by Central Washington University’s Institutional Review Board (IRB), the Human Subjects Review Council (HSRC), in accordance with 45 CFR 46.115. Includes, but is not limited to:  
• Federalwide Assurance agreement with the U.S. Department of Health & Human Services’ Office of Human Research Protections;  
• Written procedures for the HSRC as described in 45 CFR 46.103 (b)(4) and 46.103(b)(5);  
• HSRC member lists and credentialing, appointment letters;  
• Applications received, including title, name of investigators, date received, period of approval, modifications, etc., maintained in systems such as the Human Subjects Research Protocols Database;  
• Annual HSRC Activities Report (submitted annually to the Provost). Excludes HSRC meeting records covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004).  
Note: 45 CFR 46.115(a) requires the retention of general IRB records for at least 3 years. |
<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-06-68784 Rev. 0</td>
<td>Human Subjects Review Council (HSRC) – Principal Investigator Records (Research Conducted)</td>
<td>Retain for 6 years after completion/termination of research then Transfer to Archives for appraisal and selective retention</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>

HSRC records relating to investigator activities in human subject research including approved regulatory, certified exempt, completed, denied and withdrawn protocols. Includes, but is not limited to:
- Research protocols, scientific evaluations, approved sample consent documents;
- Correspondence/communications between the HSRC and investigators/researchers;
- Progress reports submitted by the investigator;
- Reports of injuries to subjects;
- Reports of unanticipated problems involving risks to subjects or others;
- Reports of continuing review activities;
- Statements of significant new findings provided to subjects.

Note: 45 CFR 46.115(b) requires the retention of IRB records relating to research conducted for at least 3 years after completion of the research.
<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68785 Rev. 1</td>
<td>Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations</td>
<td>Retain for 6 years after date of document then Transfer to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>
|                                   | Records documenting the review, monitoring, and oversight of animal research by the Institutional Animal Care and Use Committee (IACUC), in compliance with 9 CFR 2.35. Includes, but is not limited to:  
  • IACUC reviews of research proposals and ongoing review activities;  
  • Required inspections and reports;  
  • Scientific evaluations.  
Excludes IACUC meeting records, which are covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004).  
Note: 9 CFR 2.35 requires the retention of general IACUC records for at least 3 years. | | |
| 15-06-68786 Rev. 0                | Institutional Animal Care and Use Committee (IACUC) – Research Conducted | Retain for 6 years after completion/termination of research then Transfer to Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR |
|                                   | Records which relate to specific research conducted, or which document decisions pertaining to committee actions on that research. Includes, but is not limited to:  
  • Correspondence/communications between IACUC and investigators/researchers;  
  • Progress reports provided to IACUC;  
  • Significant new findings.  
Note: 9 CFR 2.35 requires the retention of IACUC records that relate directly to proposed activities and changes to same for at least 3 years after completion of the research. | | |
5. STUDENT ADMINISTRATION

The function of administration and management of students from application for admission to enrollment in courses/programs to completion/discontinuation. Includes non-award programs and courses/units/subjects.

5.1 ADMISSIONS

The activities associated with the admission of applicants into courses/programs.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68798 Rev. 1</td>
<td>Admissions Applications – Enrolled</td>
<td>Retain for 6 years after graduation/date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

- Records documenting the admissions process for all applicants who are accepted and ultimately enroll at the University.
- Includes, but is not limited to:
  - Matriculated and non-matriculated students;
  - Domestic and international students;
  - Undergraduate, post-baccalaureate, and graduate-level programs;
  - Other programs, e.g., Summer Session, University English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc.
- Includes, but is not limited to:
  - Application forms and sign-up sheets;
  - Copies of high school, college, and/or military transcripts;
  - Test scores submitted as part of the admissions process;
  - Financial statements and/or sponsor letter (for international students);
  - Transfer credit evaluations;
  - Related correspondence/communications.
### 5.1 ADMISSIONS

The activities associated with the admission of applicants into courses/programs.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68799 Rev. 1</td>
<td><strong>Admissions Applications – Not Accepted, Not Enrolled, or Application Incomplete</strong>&lt;br&gt;Records documenting the admissions process for all applicants who are denied admission to the University, were accepted but did not enroll, or never completed the application process.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Matriculated and non-matriculated students;&lt;br&gt;• Domestic and international students;&lt;br&gt;• Undergraduate, post-baccalaureate, and graduate-level programs;&lt;br&gt;• Other programs, e.g., Summer Session, University English as a Second Language, Running Start, High School Enrichment, Personal Enrichment, etc.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Application forms and sign-up sheets;&lt;br&gt;• Copies of high school, college, and/or military transcripts;&lt;br&gt;• Test scores submitted as part of the admissions process;&lt;br&gt;• Transfer credit evaluations;&lt;br&gt;• Financial statements and/or sponsor letter (for international students);&lt;br&gt;• Related correspondence/communications.</td>
<td><strong>Retain</strong> for 2 years after beginning of academic quarter for which applied/date of last submission&lt;br&gt;then&lt;br&gt;<strong>Destroy.</strong></td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>
### 5.2 ENROLLMENT AND REGISTRATION

The activities associated with students’ initial and continuing enrollment in a course/program of study.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68801 Rev. 0</td>
<td><strong>Class Registration</strong></td>
<td>Retain for 6 years after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>

**Class Registration**

Records documenting the process of class registration for individual students.

Includes, but is not limited to:
- Student name and number;
- Quarter of enrollment;
- Course numbers and class sections;
- Number of credits and grade type (e.g., letter grade, credit/no credit, audit);
- Total credit hours.

Includes, but is not limited to:
- Add/drop forms;
- Arranged course permits and independent study and variable credit courses;
- Summer workshop registrations.

Includes this information maintained in systems such as Safari.
## 5.2 ENROLLMENT AND REGISTRATION

The activities associated with students’ initial and continuing enrollment in a course/program of study.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
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<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-06-68804 Rev. 0</td>
<td><strong>Enrollment Reports</strong></td>
<td>Retain for 2 years after end of academic quarter then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Compilations of data generated by or distributed to departments and individual instructors regarding student enrollment, courses, grade distribution, scholarship, ethnicity of students, etc. Includes, but is not limited to: • Class enrollment count; • Class standing report; • Degrees by quarter report; • Academic probation list. Includes this information maintained in systems such as Safari.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-06-68809 Rev. 1</td>
<td><strong>Major/Minor Applications – Approved</strong></td>
<td>Retain for 6 years after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Records documenting a student’s request for major/minor standing within an undergraduate academic program, where the application is approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-06-68787 Rev. 1</td>
<td><strong>Major/Minor Applications – Denied or Incomplete</strong></td>
<td>Retain for 1 year after quarter of denial/date of last submission then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Requests for major/minor standing within an undergraduate academic program where the application has been denied or the student never completed the application process.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 5.2 ENROLLMENT AND REGISTRATION

The activities associated with students’ initial and continuing enrollment in a course/program of study.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68814 Rev. 0</td>
<td><strong>Release of Education Records – No Prior Consent Required</strong></td>
<td>Retain for 6 years after date of release then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

- **Release of Education Records – No Prior Consent Required**
  - Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with 34 CFR § 99.31 and 34 CFR §99.32(d), and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.
  - Includes, but is not limited to, requests from and release of records to:
    - The eligible student;
    - A school official under 34 CFR §99.31(a)(1);
    - Certain parties seeking directory information under 34 CFR §99.37;
    - A judicial order or subpoena under 34 CFR §99.31(a)(9)(ii)(A), (B) & (C).
  - Excludes:
    - Disclosure to state and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3), covered by Release of Education Records – Prior Consent or Documentation Required (DAN 15-06-68790).
    - Requests where prior consent is required, covered by Release of Education Records – Prior Consent or Documentation Required (DAN 15-06-68790).

*Reference: Family Educational Rights and Privacy Act (FERPA).*
### 5.2 ENROLLMENT AND REGISTRATION

The activities associated with students’ initial and continuing enrollment in a course/program of study.

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</table>
| 15-06-68790 Rev. 0                | **Release of Education Records – Prior Consent or Documentation Required**  
Records documenting each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32.  
Includes, but is not limited to, requests from and release of records to:  
- Any party with written consent from the parent or eligible student;  
- State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32.  
Reference: Family Educational Rights and Privacy Act (FERPA). | Retain until the education records of the student are no longer retained then Destroy. | NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR |
### 5.2 ENROLLMENT AND REGISTRATION

The activities associated with students’ initial and continuing enrollment in a course/program of study.

<table>
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<tbody>
<tr>
<td>15-06-68791 Rev. 0</td>
<td><strong>Reporting/Filing (Mandatory) – Higher Education Enrollment</strong></td>
<td>Retain for 6 years after end of fiscal year then Transfer to Archives for appraisal and selective retention.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records relating to higher education enrollment that are required to be filed with, or submitted to, an outside agency by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence/communications, inquiries, etc. Includes, but is not limited to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enrollment and performance data submitted to the Public Centralized Higher Education Enrollment System (PCHEES);</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reports submitted annually to the Department of Education through the Integrated Post-Secondary Educational Data System (IPEDS);</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enrollment Reports submitted to the National Student Clearinghouse;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reports submitted to the Professional Educator Standards Board (PESB).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excludes records that are required to be submitted as part of an accreditation process, which are covered by Accreditation Documentation (DAN 15-06-68759).</td>
<td></td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</td>
</tr>
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</table>
### 5.2 ENROLLMENT AND REGISTRATION

The activities associated with students’ initial and continuing enrollment in a course/program of study.

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</table>
| 75-03-09560 Rev. 2                | **Residency Reclassification**  
Records documenting individual students’ efforts to change their residency status (in-state or out-of-state) for tuition and/or need-based state aid purposes.  
Includes, but is not limited to:  
- Reclassification application;  
- Affidavit certifying student’s status as a resident of Washington (such as WSAC Form HB 1079);  
- Residency questionnaires;  
- Supporting documentation;  
- Appeal and notification correspondence/communications. | Retain for 6 years after graduation/date of last attendance then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 15-06-68795 Rev. 0                | **Student Requests for Nondisclosure of Directory Information**  
Records documenting student requests to withhold their directory information from disclosure, in accordance with 34 CFR § 99.37.  
*Reference: Family Educational Rights and Privacy Act (FERPA).* | Retain until the education records of the student are no longer retained or until request is terminated by student then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
5.2 **ENROLLMENT AND REGISTRATION**

The activities associated with students’ initial and continuing enrollment in a course/program of study.

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</table>
| 74-02-03379 Rev. 2                | **Withdrawal from the University**  
Records documenting individual students’ withdrawal from the University, including withdrawals due to illness, hardship, military exigency, or other extenuating circumstances.  
Includes, but is not limited to:  
• Official withdrawal form;  
• Petition for hardship withdrawal;  
• Related correspondence/communications. | Retain for 6 years after graduation/date of last attendance  
then  
Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR                                                   |
### 5.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with RCW 28B.35.205. Includes the award of honorary degrees to persons external to the institution.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</thead>
<tbody>
<tr>
<td>15-06-68782 Rev. 1</td>
<td><strong>Honorary Degrees</strong></td>
<td>Retain for 6 years after degree is awarded then Transfer to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>
|                                    | Records documenting the conferral by the University of honorary bachelor’s, master’s, or doctorate-level degrees, in accordance with RCW 28B.35.205(2) and/or (3), CWUP 2-20-060, and CWUR 1-60-020. Includes, but is not limited to:  
  - Degrees awarded to persons in recognition of their learning or devotion to education, literature, art, or science;  
  - Degrees awarded to persons who were students at the university in 1942 and did not graduate because they were ordered into an internment camp. Excludes Board of Trustees minutes, agendas, and meeting files covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004). | | |
| 15-06-68812 Rev. 1                 | **Petitions for Exception** | Retain for 6 years after degree is awarded/degree is awarded/date of last attendance then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
|                                    | Requests from students to waive or substitute a graduation or degree requirement. Includes, but is not limited to:  
  - General Education Petition;  
  - Petition for processing late graduation application. | | |

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**Central Washington University Records Retention Schedule**

*Version 1.8 (August 2023)*

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5.3 GRADUATION

The activities associated with the conferral of an academic degree in accordance with RCW 28B.35.205. Includes the award of honorary degrees to persons external to the institution.

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</table>
| 81-05-27802 Rev. 2                | **Verification of Graduation Requirements**
Records relating to the submission and review of individual student applications for graduation, to verify that the student has fulfilled all University, general education, master, major, minor and/or certification requirements.
Includes, but is not limited to:
- Undergraduate degree applications;
- Graduate degree applications;
- Teaching certificate applications;
- Final degree audit report;
- Related correspondence/communications. | Retain for 6 years after degree is awarded/date of last attendance then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
5.4 **MISCONDUCT**  
*The activities associated with the management of alleged misconduct involving a breach by a student of academic and/or behavioral standards which may involve plagiarism, falsifying results, cheating, etc., and may include the imposition of a penalty.*

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<tr>
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</thead>
</table>
| 15-06-68803 Rev. 0                 | **Disciplinary Investigations for Exonerated Students**  
Records documenting the investigation into possible violation of Student Judicial Code (chapter 106-120 WAC) for students who were subsequently exonerated. Includes, but is not limited to:  
- Case materials;  
- Notice of exoneration. | Retain until completion of exoneration  
*then*  
Destroy. | NON-ARCHIVAL  
NON-ESSENTIAL  
OPR |
| 15-06-68816 Rev. 0                 | **Student Disciplinary Cases (Sanctions Imposed)**  
Records relating to the investigations and disciplinary actions taken pursuant to the Student Judicial Code (chapter 106-120 WAC). | Retain for 6 years after completion of disciplinary action  
*and*  
expiration of appeal period, if any  
*then*  
Destroy. | NON-ARCHIVAL  
ESSENTIAL  
(for Disaster Recovery)  
OPR |
5.5 TRANSCRIPTS
The activities associated with the management of the official academic records of the grades achieved by a student in a course/program.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</thead>
<tbody>
<tr>
<td>15-06-68818 Rev. 0</td>
<td>Transcript Requests</td>
<td>Retain for 1 year after date submitted then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Records documenting student requests for transcripts or verification of enrollment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-06-68819 Rev. 0</td>
<td>Transcripts (Permanent Student Records)</td>
<td>Retain for life of agency then Transfer to Student Achievement Council for permanent retention.</td>
<td>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting the official academic performance of individual students at the University. Includes, but is not limited to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Courses taken;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Final grades and honors received (including any grade changes);</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Transfer and total credits;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Major and minor degrees received;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Official name changes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes this information maintained in systems such as Safari.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: In the event of the University ceasing to exist, the permanent student records are to be transferred to Student Achievement Council in accordance with RCW 28B.85.130.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. **STUDENT AND CAMPUS SERVICES**

The function of providing services to students by either the institution or another entity which has an agreement/contract with the institution. Some services may also be available to staff, faculty, and the general public.

### 6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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<tbody>
<tr>
<td>15-06-68796 Rev. 1</td>
<td><strong>Academic and Career Advising – Current Students</strong>&lt;br&gt;Records documenting advice and other services provided to students to assist them in the processes of identifying a major or graduate program, monitoring progress toward graduation, or to assist them in career planning.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Intake information, e.g., dates that services were provided;&lt;br&gt;• Advisor notes;&lt;br&gt;• Elective approval forms;&lt;br&gt;• Assessments and other tools administered to identify an individual student’s interests and areas of expertise, e.g., the Strong Interest Inventory;&lt;br&gt;• Related correspondence/communications.</td>
<td>Retain for 6 years after graduation/date of last attendance&lt;br&gt;then&lt;br&gt;Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>
## 6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

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<tbody>
<tr>
<td>15-06-68761 Rev. 0</td>
<td><strong>Career Advising – Alumni and General Public</strong></td>
<td>Retain for 2 years after most recent contact then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Records documenting advice and other services provided to alumni or other members of the public to assist them in career planning. Includes, but is not limited to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Intake information, e.g., dates that services were provided;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Advisor notes;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assessments and other tools administered to identify an individual’s interests and areas of expertise, e.g., the Strong Interest Inventory;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Related correspondence/communications.</td>
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</table>
### 6. ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

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</thead>
<tbody>
<tr>
<td>75-07-12001 Rev. 3</td>
<td>Immigration/Visa Advising – Foreign Students</td>
<td>Retain for 6 years after graduation/date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>

Records relating to the immigration/visa status of individual foreign students, retained for advising purposes and/or to document compliance with U.S. Citizenship and Immigration Services requirements.

Includes, but is not limited to:

- Intake information, e.g., dates that services were provided;
- U.S. Citizenship and Immigration Services (USCIS) documentation, e.g., Certificate for Eligibility for Exchange Student Status (IAP 66) and Certificate of Eligibility for Nonimmigrant F-1 Student Status (I-20);
- U.S. Customs and Border Patrol (USCBP) forms, e.g., Arrival/Departure Record (I-94);
- U.S. Department of State documentation, e.g., Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019), etc.;
- Student and Exchange Visitor Information System (SEVIS) reports;
- Identification Documentation, e.g., passport pages with biographical information and expiration date;
- Correspondence/communications with student and other schools;
- Copies of financial statements and/or sponsor letter;
- Copies of transfer release documents;
- Copies of employment documents;
- Copies of admission materials.
6.1 ADVISING

The activity of providing guidance to students and other clients to ensure academic progress, promote career planning, and/or ensure compliance with requirements.

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<tbody>
<tr>
<td>15-06-68820 Rev. 1</td>
<td><strong>Veteran Student Files</strong></td>
<td>Retain for 6 years after graduation/date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

Records relating to Veterans and/or their dependents receiving educational benefits. Includes, but is not limited to:

- Veteran Tuition Waiver Forms;
- Grade Reports;
- Academic progress reports;
- Change of course forms;
- Transfer credit evaluations;
- Degree audit records;
- Statements of understanding;
- Student account summaries;
- DD214;
- Transfer guide course equivalencies;
- Enrollment certifications;
- Certificates of Eligibility for GI Bill;
- Correspondence/communications regarding VA enrollment.
## 6.2 ATHLETICS

The activities associated with the management of the institution’s athletics program.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</table>
| 07-04-61434 Rev. 1                 | **Athlete Medical History**  
Records documenting the medical and treatment history for each student athlete. Includes, but is not limited to:
- Medical/Treatment documentation and/or reports;
- Physical form;
- Injury/illness report forms;
- Progress notes;
- Rehabilitation logs;
- Waivers;
- CWU letter informing student athletes of physical and insurance policy requirements;
- Consent forms for medical procedures and acknowledgment of potential injury.  
Retain for 7 years after no longer eligible then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 07-04-61425 Rev. 1                 | **Athlete Medical Insurance Claims**  
Records documenting claims for reimbursement of medical bills for student athletes. Includes, but is not limited to:
- Claims through the National Association of Collegiate Directors of Athletics (NACDA) excess insurance programs;
- Claims through the NCAA Catastrophic Insurance Program;
- Medical bills;
- Medical expense logs;
- HIPAA documentation.  
Retain for 6 years after claim closed then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
## 6.2 ATHLETICS

The activities associated with the management of the institution’s athletics program.

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| 07-04-61432 Rev. 1                  | **Athlete Recognition**  
Provides a record of athletes whose performance is worthy of note or who have received special recognition.  
Includes, but is not limited to:  
• List of recipients lettering in sports;  
• Awards;  
• Media coverage;  
• Related correspondence/communications. | Retain for 6 years after end of season then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| 07-04-61419 Rev. 1                  | **Great Northwest Athletic Conference (GNAC)**  
Records documenting the university’s relationship with GNAC.  
Includes, but is not limited to:  
• Reports;  
• Copies of meeting minutes;  
• Related correspondence/communications. | Retain for 10 years after end of calendar year then Transfer to Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |
### 6.2 ATHLETICS

*The activities associated with the management of the institution’s athletics program.*

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<tr>
<td>07-04-61418 Rev. 1</td>
<td><strong>National Collegiate Athletic Association (NCAA)</strong>&lt;br&gt;Records documenting the university’s relationship with the NCAA. Includes, but is not limited to:&lt;br&gt;• NCAA self-studies;&lt;br&gt;• NCAA legislation;&lt;br&gt;• Compliance certification for staff members;&lt;br&gt;• Reports;&lt;br&gt;• Copies of meeting minutes;&lt;br&gt;• Related correspondence/communications.</td>
<td><strong>Retain</strong> for 10 years after end of calendar year&lt;br&gt;<strong>then</strong>&lt;br&gt;<strong>Transfer</strong> to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</td>
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</table>
| 07-04-61424 Rev. 1                | **NCAA Eligibility – Individual Student Athletes**
Records documenting an individual student athlete's compliance with NCAA eligibility requirements for participation on a sports team.
Includes, but is not limited to:
- Letters of intent;
- Signed NCAA student athlete statement;
- NCAA Drug testing notification forms, including signed NCAA Drug Testing Consent form;
- NCAA verification of drug test clearance;
- Record of yearly attendance at NCAA rules review and drug meeting;
- Student eligibility reports, including grades, seasons of eligibility completed, and seasons of eligibility remaining;
- Copies of admissions records and transcripts;
- Records documenting financial aid received by the student athlete;
- Related correspondence/communications, including requests for permission to contact a student athlete for the purpose of transferring between NCAA sports programs under the one-time transfer exception.

*Note: The NCAA requires a minimum 6-year retention on the NCAA Student-Athlete statement and drug-testing consent form.*

|                                          | Retain for 10 years after end of eligibility then Destroy. | NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR |

OPR
### 6.2 ATHLETICS

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<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-04-61417 Rev. 2</td>
<td><strong>NCAA Eligibility – Sports Teams</strong>&lt;br&gt;Records documenting a CWU sports team’s compliance with NCAA eligibility requirements.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Participation rosters, including squad lists, travel rosters and NCAA championship and tournament rosters;&lt;br&gt;• Records documenting eligibility certification for the team as a whole, including listings of cumulative grade point average and credits by quarter for student athletes.&lt;br&gt;Excludes records documenting the activities of the University’s Athletic Compliance Committee, covered by Governing/Executive/Policy-Setting Body Records (DAN GS 10004).</td>
<td>Retain for 10 years after end of academic year then Transfer to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>
## 6.3 CHILDCARE SERVICES

The activities associated with the provision of childcare services.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</tr>
</thead>
</table>
| 15-06-68768 Rev. 0                | **Child and Adult Care Food Program (CACFP) Reimbursement** Records documenting the Early Childhood Learning Center (ECLC) and Rainbow Center’s eligibility for reimbursement for meals and snacks through the Child and Adult Care Food Program (CACFP). Includes, but is not limited to:  
  - Reimbursement claims to the Office of the Superintendent of Public Instruction (OSPI);  
  - Approval letter and application documents to participate;  
  - Completed CACFP enrollment and eligibility forms for all children receiving meals/snacks;  
  - Daily attendance records;  
  - Meal counts;  
  - Daily menus. | Retain for 6 years after end of fiscal year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
### 6.3 CHILDCARE SERVICES
The activities associated with the provision of childcare services.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68776 Rev. 1</td>
<td><strong>ECLC/Rainbow Center – Individual Child Documentation</strong>&lt;br&gt;Records retained in accordance with WAC 170-295-7010 documenting individual children’s enrollment and participation in the Early Childhood Learning Center (ECLC) or the Rainbow Center.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Completed enrollment applications;&lt;br&gt;• Completed parental consent forms (e.g., medication/treatment authorization, photo release, field trip permission, etc.);&lt;br&gt;• Family or emergency contact information;&lt;br&gt;• Records documenting the child’s health history;&lt;br&gt;• Records documenting any illness or injury that occurs during child care hours and the treatment provided.&lt;br&gt;Note: WAC 170-295-7010 contains a detailed list of documents that are required to be retained in the individual child’s file.&lt;br&gt;Note: WAC 170-295-7031 requires a minimum retention of 5 years.</td>
<td>Retain for 5 years after date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>


## 6.4 CULTURAL COLLECTIONS MANAGEMENT
The activity of managing collections of art, museum specimens/artifacts and other objects which are owned by the institution or on loan to the institution.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</tr>
</thead>
</table>
| 15-06-68758 Rev. 0                 | **Accession and Control – Cultural Collections**  
Records documenting the ownership and custody of museum/gallery items and collections **owned** by the agency.  
Includes, but is not limited to:  
  - Acquisition (e.g., through donation, purchase, transfer, etc.);  
  - Transfers of physical custody (e.g., item/collection loans by CWU to another institution);  
  - Intellectual rights possessed and given (e.g., reproduction rights, publication/use rights, etc.);  
  - Disposition/deaccession (e.g., sale, donation, etc.)  
Excludes records documenting the loan of items and collections to the museum/gallery by other entities, covered by Contracts and Agreements (DAN GS 01050). | **Retain** for 6 years after item/collection is no longer owned by agency  
then  
**Destroy**. | NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR |
| 15-06-68777 Rev. 0                 | **Exhibit Files**  
Records documenting the production and promotion of a museum exhibit.  
Includes, but is not limited to:  
  - Scripts;  
  - Exhibit panels;  
  - Flyers;  
  - Images;  
  - Promotional materials. | **Retain** for 6 years after exhibit ends  
then  
**Transfer** to Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
### DISABILITY SERVICES

The activity of providing students with disabilities an equal opportunity to fully participate in and benefit from all aspects of the employment and education environment.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68773 Rev. 1</td>
<td>Disability Services – Accommodations</td>
<td>Retain for 6 years after graduation/date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

Records documenting services requested and/or provided to individual students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

Includes, but is not limited to:
- Requests for services and accompanying documentation;
- Agency response, including accommodations identified and provided.
### 6.6 FINANCIAL AID

The activity of providing financial aid to students.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15-06-68778 Rev. 0</td>
<td><strong>Financial Aid Reports – Internal</strong>&lt;br&gt;Aggregate/summary records documenting disbursements and financial aid status, where not covered by a more specific record series.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Summary disbursement reports (daily, weekly, monthly, etc.);&lt;br&gt;• Cancellation journals.&lt;br&gt;Excludes:&lt;br&gt;• Required reporting covered by Institutional Eligibility – Financial Aid (DAN 78-05-20770);&lt;br&gt;• Aid packaging reports covered by Student Aid Eligibility Determination/Tracking (DAN 78-05-20784).</td>
<td>Retain for 6 years after end of award year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>78-05-20770 Rev. 2</td>
<td><strong>Institutional Eligibility – Financial Aid</strong>&lt;br&gt;Records documenting the University’s eligibility to participate in financial aid programs, including federal, campus-based programs.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Fiscal Operations Report and Application to Participate (FISAP);&lt;br&gt;• Required reporting, e.g., reports submitted to the Department of Education as part of the Quality Assurance process, etc.</td>
<td>Retain for 6 years after end of aid year then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</td>
</tr>
</tbody>
</table>
### 6.6 FINANCIAL AID

The activity of providing financial aid to students.

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<tr>
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<tbody>
<tr>
<td>15-06-68815 Rev. 0</td>
<td><strong>Scholarship Program History</strong>&lt;br&gt;Records documenting the creation and administration of scholarship programs at CWU. Includes, but is not limited to:&lt;br&gt;• Documentation of the establishment of the fund (including administrative requirements for the scholarship, copies of wills, etc.);&lt;br&gt;• Annual lists of recipients. Excludes:&lt;br&gt;• Records documenting eligibility determination for scholarships, covered by <em>Student Aid Eligibility Determination/Tracking</em> (DAN 78-05-20784).</td>
<td><strong>Retain</strong> for 6 years after termination of scholarship program&lt;br&gt;<strong>then</strong>&lt;br&gt;<strong>Transfer</strong> to Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required)&lt;br&gt;ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td>78-05-20784 Rev. 3</td>
<td><strong>Student Aid Eligibility Determination/Tracking</strong>&lt;br&gt;Records documenting individual student requests for financial assistance, determination of student eligibility for aid, and verification of their compliance with continuing eligibility requirements (e.g., satisfactory progress, etc.). Includes, but is not limited to:&lt;br&gt;• Loans (including short-term loans), work study, grants, scholarships, institutional waivers, etc.;&lt;br&gt;• Applications for aid, e.g., Free Application for Federal Student Aid (FAFSA), General Scholarship Application (GSA), and other applications to the University and its departments for scholarships and other forms of financial assistance;&lt;br&gt;• Award letters/summaries and packaging reports;&lt;br&gt;• Required documentation to verify ongoing eligibility, e.g., to verify financial information reported on the FAFSA as part of the Quality Assurance process.</td>
<td><strong>Retain</strong> for 6 years after end of award year in which student last attended the institution&lt;br&gt;<strong>then</strong>&lt;br&gt;<strong>Destroy</strong>.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>
# 6.6 FINANCIAL AID

The activity of providing financial aid to students.

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</thead>
<tbody>
<tr>
<td>15-06-68792 Rev. 0</td>
<td><strong>Student Aid Disbursement – CWU-Administered Gift Aid and Work Study</strong></td>
<td>Retain for 6 years after conditions of award satisfied then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting disbursement of individual CWU-administered gift aid, including grants, scholarships, tuition awards, institutional waivers, etc., as well as aid awarded in the form of work study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-06-68793 Rev. 1</td>
<td><strong>Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities</strong></td>
<td>Retain for 6 years after end of award year in which student last attended the institution then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting disbursement of individual loan funds or gift aid where CWU disburses the funds, but is not the administrator or lender.</td>
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<tr>
<td></td>
<td>Includes, but is not limited to:</td>
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<tr>
<td></td>
<td>• Direct Subsidized (Stafford) Loans;</td>
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<tr>
<td></td>
<td>• Direct Unsubsidized (Stafford) Loans;</td>
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<tr>
<td></td>
<td>• Direct PLUS Loans;</td>
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<td></td>
<td>• Private Education or Alternative Loans;</td>
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</tr>
<tr>
<td></td>
<td>• Scholarships and grants from individuals/entities that are separate from CWU.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-06-68794 Rev. 0</td>
<td><strong>Student Aid Disbursement – Loans Administered by CWU</strong></td>
<td>Retain for 6 years after loan repayment, reconciliation, or assignment to the Board of Education then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting disbursement of individual loan funds where CWU acts as both administrator/lender and disburser of the loan.</td>
<td></td>
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<tr>
<td></td>
<td>Includes, but is not limited to:</td>
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<tr>
<td></td>
<td>• Perkins Loans;</td>
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<tr>
<td></td>
<td>• Short-term loans.</td>
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</tbody>
</table>
### 6.7 HEALTH SERVICES

The activities associated with the provision of medical/health services. Also includes the operation of clinics where students, in the course of their studies, provide services under the supervision of teaching staff and practicing professionals.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>75-07-12613 Rev. 1</td>
<td><strong>Client History – Community Counseling and Psychological Assessment Center</strong></td>
<td>Retain for 8 years after date of last visit and 3 years after client reaches age 18 then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting the assignment, evaluation, and progress of individuals receiving assessment and/or counseling from the Community Counseling and Psychological Assessment Center (CCPAC). Includes, but is not limited to: • Write-ups of counseling sessions; • Psychological evaluations of clients.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75-07-11908 Rev. 5</td>
<td><strong>Client History – Student Medical and Counseling Clinic</strong></td>
<td>Retain 10 years from date of last treatment and 3 years after client reaches age 18 then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
<tr>
<td></td>
<td>Records documenting the medical and/or counseling history of individuals who have received services at the Student Medical and Counseling Clinic (SMaCC). Includes, but is not limited to: • Visit summaries; • X-rays; • Lab Records; • Immunizations.</td>
<td></td>
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</table>

*Note: Retention based on 10-year retention provision in SMaCC’s health network contracts.*
### 6.7 HEALTH SERVICES

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<tbody>
<tr>
<td>15-12-68845 Rev. 0</td>
<td><strong>Medical History – Non-Student/Non-Patient</strong>&lt;br&gt;Health-related records received by the Student Medical and Counseling Clinic (SMaCC) regarding individuals who do not subsequently become either students of the University or clients of the clinic.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Authorizations for release of medical records, copies of immunization records, etc., that are submitted to the University by applicants who ultimately do not attend the University;&lt;br&gt;• Authorizations for release of medical records, copies of immunization records, etc., submitted to the University by CWU faculty, staff, and/or members of the general public who do not subsequently receive services from the SMaCC;&lt;br&gt;• Copies of emergency room reports provided to the Clinic by other healthcare providers in relation to individuals who are not CWU students or SMaCC clients;&lt;br&gt;• Related correspondence/communications.&lt;br&gt;Note: If the individual subsequently becomes a CWU Student or client at the clinic, these records are retained accordingly under Client History – Student Medical and Counseling Clinic (DAN 75-07-11908).</td>
<td>Retain until no longer needed for agency business then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>
6.8 **HOUSING SERVICES**

*The activities associated with the provision of places of residence for students where the residence is managed by the institution.*

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>75-07-12748 Rev. 1</td>
<td><em>Occupancy Reports</em></td>
<td><em>Retain</em> for 2 years after end of academic quarter then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Records documenting the number of beds and rooms that are occupied in each residence hall at a particular point in time.</td>
<td></td>
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</tr>
</tbody>
</table>
### 6.9 POLICE AND PARKING SERVICES

The activities associated with the provision of law enforcement and security at the institution’s campuses and facilities.

<table>
<thead>
<tr>
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</thead>
</table>
| 15-06-68760 Rev. 0                | **Annual Crime Report Documentation**  
Records documenting the agency’s compliance with the requirements of 20 USC § 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act).  
Includes, but is not limited to:
- Required reports, e.g., Annual Security Report (ASR) and fire report;
- Public crime log;
- Documentation of timely warnings and emergency notifications. | **Retain** for 7 years after end of calendar year **then Destroy.** | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 09-06-62043 Rev. 2                | **Parking Permits**  
Records documenting all parking permits purchased by students, faculty, staff, and others who park in campus lots. Includes both new permits and replacements requested due to loss, theft, or destruction.  
Includes, but is not limited to:
- New permit number;
- Previous permit number (if any);
- Reason for replacement (if any);
- Information regarding the vehicle to which permit is registered. | **Retain** for 6 years after end of fiscal year **then Destroy.** | NON-ARCHIVAL NON-ESSENTIAL OPR |
### 6.9 POLICE AND PARKING SERVICES

_The activities associated with the provision of law enforcement and security at the institution’s campuses and facilities._

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>09-06-62045 Rev. 2</td>
<td><em>Parking Violations</em></td>
<td>Retain for 6 years after matter resolved then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</td>
</tr>
</tbody>
</table>

*Parking Violations*
Records documenting the assessment, payment, escalation, appeal, or cancellation of fines levied for parking offenses.
Includes, but is not limited to:
- Parking permit information;
- Vehicle registration information;
- Customer information.
7. **TEACHING AND LEARNING**

The function of conveying knowledge to facilitate learning including curriculum planning and development, delivery, assessment, materials/resources and evaluation.

### 7.1 ACCREDITATION

*The activity of courses/programs receiving accreditation by external organizations.*

<table>
<thead>
<tr>
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</table>
| 15-06-68759 Rev. 0                | *Accreditation Documentation*  
Statistical, descriptive and evaluative materials necessary for a program, college or school to achieve and maintain accreditation with the professional association which sets the standards for that particular discipline (e.g., Professional Educator Standards Board (PESB) and National Council for Accreditation of Teacher Education (NCATE)). | **Retain** for 6 years after end of accreditation 
or until superseded by new accreditation 
then 
**Transfer** to Archives for appraisal and selective retention. | **ARCHIVAL**  
(Appraisal Required)  
**ESSENTIAL**  
(for Disaster Recovery)  
OPR |
|                                   |                         |                                 |             |
### 7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</table>
| 15-06-68797 Rev. 1                 | **Academic Appeals/Grievances**
Records documenting a student’s appeal of a grade, or other student grievance mediated within the department, school or college. | Retain for 6 years after graduation/date of last attendance then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 15-06-68757 Rev. 1                 | **Academic Forgiveness**
Records documenting individual students’ petitions to the Registrar to use only recent academic performance in calculating grade point average. | Retain for 6 years after graduation/date of last attendance then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 15-06-68802 Rev. 1                 | **Coursework Grades/Scores/Comments**
Records maintained by instructor documenting individual students’ performance in a course, including scores, grades, and or comments in regard to exams, papers, projects, and/or class participation. Provides the basis for the final grade that is assigned. Excludes student scores for tests, exams, and other assessments that are administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, which are covered by Examination Scores – Proficiency/Placement or Credit by Exam (DAN 15-06-68805). | Retain for 2 years after assignment of final grade then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
### 7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

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<tr>
<td>15-06-68805 Rev. 1</td>
<td><strong>Examination Scores – Proficiency/Placement or Credit by Exam</strong>&lt;br&gt;Records documenting student scores on qualifying exams administered to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• College Entrance Examination Board Advanced Placement Test (AP);&lt;br&gt;• College-Level Examination Program (CLEP);&lt;br&gt;• Compass Placement Testing (CPT);&lt;br&gt;• Mathematics Placement Tests (MPT).&lt;br&gt;Excludes student scores for tests, exams, and other assessments that are administered as part of a course, which are covered by <em>Coursework Grades/Scores/Comments</em> (DAN 15-06-68802).</td>
<td>Retain for 6 years after graduation/date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
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</table>
### 7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

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<tbody>
<tr>
<td>15-06-68806 Rev. 0</td>
<td><strong>Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam</strong></td>
<td>Retain for 1 year after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>
|                                   | Records documenting student responses to placement examinations administered by the University or its departments to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course. Includes, but is not limited to:  
  - College-Level Examination Program (CLEP);  
  - Compass Placement Testing (CPT);  
  - Mathematics Placement Tests (MPT).  
  Excludes student responses for tests, exams, and other assessments that are administered as part of a course, which are covered by Papers, Projects and Other Assignments by Students – Not Retrieved (DAN 15-06-68811). |                                                |                               |
| 15-06-68807 Rev. 0                | **Grade Confirmation and Class/Rank Reports**                                        | Retain for 2 years after end of academic quarter then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
|                                   | Records documenting the reporting by the Registrar of final quarterly student grades, including students’ rank within their class, to academic departments. |                                                |                               |
7.2 **ASSESSMENT/EVALUATION**  
The activities associated with processing and forming judgments about the quality and extent of student learning.

<table>
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<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</table>
| 15-06-68808 Rev. 1                | **Grade Input and Grade Changes**  
Records documenting the entry of new and revised quarterly final coursework grades into students’ academic records.  
Includes, but is not limited to:  
- Grades entered by instructor directly into transcript record;  
- Grades submitted to Registrar by instructor for subsequent entry into transcript record;  
- Reports of Incomplete. | Retain for 6 years after end of academic quarter then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 15-06-68810 Rev. 1                | **Masters’ Theses/Projects**  
Records documenting the culminating thesis or project completed by individual graduate students to satisfy master’s degree requirements.  
Includes, but is not limited to:  
- Bound copy of thesis;  
- Final project (e.g., model, recording, etc.) and accompanying written report. | Retain for 6 years after graduation/date of last attendance then Transfer to Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
## 7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| 15-06-68811 Rev. 0                | Papers, Projects and Other Assignments by Students – Not Retrieved  
Records documenting work performed and/or submitted by students in fulfillment of course or degree requirements, where the student has not retrieved the records after the end of the academic quarter.  
Includes, but is not limited to:  
• Papers, projects, and other assignments;  
• Student responses to exams/tests.  
Excludes:  
• Masters’ theses, projects, and comprehensive examinations covered by Masters’ Theses/Projects (DAN 15-06-68810);  
• Placement examinations administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, covered by Examinations and Answer Sheets – Proficiency/Placement or Credit by Exam (DAN 15-06-68806). | Retain for 1 quarter after end of academic quarter in which assignment was graded then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| 15-06-68813 Rev. 0                | Reference Letters  
Records documenting references/recommendations prepared by CWU faculty or staff regarding individual CWU students or former students. | Retain for 2 years after date of reference then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
### 7.2 ASSESSMENT/EVALUATION

The activities associated with processing and forming judgments about the quality and extent of student learning.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>75-10-15064 Rev. 1</td>
<td><strong>Student Evaluation of Instruction (SEOI)</strong>&lt;br&gt;Records documenting evaluations of the instructor, course and/or overall student learning environment, completed by students.</td>
<td>Retain for 5 years after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>15-06-68817 Rev. 2</td>
<td><strong>Student Internships – Undergraduate and Graduate</strong>&lt;br&gt;Records documenting individual students’ internship, practicum, and/or cooperative education work experiences, including where mandatory to fulfill a degree/certificate requirement.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Application materials;&lt;br&gt;• Supervision notes, statistics of service provided each quarter, other paper generated during the internship year and copies of references written by supervisors.&lt;br&gt;Excludes records covered by <strong>Student Teacher Remote Supervision Classroom Recordings (DAN 23-08-69697)</strong>.</td>
<td>Retain for 6 years after graduation/date of last attendance then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>23-08-69697 Rev. 0</td>
<td><strong>Student Teacher Remote Supervision Classroom Recordings</strong>&lt;br&gt;Audio/video recordings used by university faculty to perform audio/video-based course assessment of student teachers’ interaction and classroom instruction with minor school district students in remote classroom settings as detailed in RCW 28B.10.034.&lt;br&gt;Note: Retention is compliant with 16 CFR §312.10, Children’s Online Privacy Protection Act (COPPA) and the Family Educational Rights &amp; Privacy Act (FERPA).</td>
<td>Retain for 1 quarter after end of academic quarter in which final grade is given then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>
### 7.3 CLASS SCHEDULING

The activities associated with the organization, control and scheduling of classes and examinations for students.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>75-07-12657 Rev. 2</td>
<td><em>Scheduling Data</em></td>
<td>Retain for 3 years after end of academic year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
</tbody>
</table>

*Scheduling Data*

Records documenting the scheduling of courses, examinations, and other events held by/at the University, used as a reference and/or as a basis for scheduling classes in future quarters.
### 7.4 CURRICULUM DEVELOPMENT
The activities associated with development, approval and review of curriculum.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| 21-02-69624 Rev. 1 | *Course Materials*  
Materials created and used as the basis for the content of a course.  
Includes, but is not limited to:  
- Rubrics;  
- Slide decks in formats such as PowerPoint;  
- Notes;  
- Pre-recorded audio/visual content (e.g., podcasts, videos);  
- Audio/visual recordings of class sessions (if created), including recordings created through Zoom, Teams, Panopto, and other conferencing platforms).  
Excludes Audio/Video recordings used by university faculty to perform course assessment of student teachers’ interaction and instruction, which are covered by *Student Teacher Remote Supervision Classroom Recordings* (DAN 23-08-69697). | Retain for 1 quarter after end of academic quarter  
then  
Destroy. | NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM |
| 23-02-69681 Rev. 0 | *Course Syllabi*  
Syllabi for academic courses offered at the university. | Retain for 6 years after end of academic year  
then  
Transfer to Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
### 7.4 CURRICULUM DEVELOPMENT

The activities associated with development, approval and review of curriculum.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| 15-06-68772 Rev. 1                | **Curriculum/Courses**
These files contain all information regarding curriculum/course matters (Curriculum changes, course additions, deletions, changes; special topics; course propaganda; enrollments; class schedules).
Excludes:
- Course catalogs covered by *State Publications (DAN GS 15008)*;
- Syllabi covered by *Course Syllabi (DAN 23-02-69681)*. | Retain for 6 years after superseded then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| 15-06-68771 Rev. 1                | **Curriculum and Course Proposals (Approved/Denied)**
Provides documentation of the planning and development of academic courses and programs that have been approved. | Retain for 6 years after end of academic year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
8. LEGACY RECORDS

This section covers records no longer being created/received by Central Washington University, but the existing records have not yet reached their minimum retention period.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| 75-02-09053 Rev. 4 | Individual Placement Files  
Records compiled by individual Education students/graduates to document their pedagogical training, employment history, and other experiences that have contributed to their preparation as an educator. These records are provided at the student/graduate’s request to prospective employers.  
Includes, but is not limited to:  
- Options form designating a confidential or non-confidential file;  
- Student teaching/internship evaluations;  
- Letters of reference.  
Note: As of August 2, 2016, no new placement files are being opened. | Retain for 30 years after graduation/date of last attendance then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 08-12-61893 Rev. 2 | Student Weapon Logs and Forms  
Records documenting individual students’ storage of their firearms with the University Police Department.  
Includes, but is not limited to:  
- Owner identification data;  
- Description of firearm;  
- Records documenting the checkout and return of firearm.  
Note: As of Fall Quarter 2019, the University no longer provides this service. | Retain for 6 years after end of academic year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
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 enhance 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.
INDEX TO:
ARCHIVAL RECORDS INDEX

See the State Government General Records Retention Schedule for additional “Archival” records.

<table>
<thead>
<tr>
<th>DEVELOPMENT AND OUTREACH</th>
<th>STUDENT AND CAMPUS SERVICES</th>
<th>TEACHING AND LEARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations/Gifts</td>
<td>Athletics</td>
<td>Accreditation</td>
</tr>
<tr>
<td>Donations/Gifts – Assets</td>
<td>Great Northwest Athletic Conference (GNAC)</td>
<td>Accreditation Documentation</td>
</tr>
<tr>
<td>Donations/Gifts – Monetary</td>
<td>National Collegiate Athletic Association (NCAA)</td>
<td>Assessment/Evaluation</td>
</tr>
<tr>
<td>RESEARCH</td>
<td>NCAA Eligibility – Sports Teams</td>
<td>Masters’ Theses/Projects</td>
</tr>
<tr>
<td>Human Subjects Review Council (HSRC) – Administration and Research Oversight</td>
<td>Cultural Collections Management</td>
<td>Curriculum Development</td>
</tr>
<tr>
<td>Human Subjects Review Council (HSRC) – Principal Investigator Records (Research Conducted)</td>
<td>Exhibit Files</td>
<td>Course Syllabi</td>
</tr>
<tr>
<td>Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations</td>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Institutional Animal Care and Use Committee (IACUC) – Research Conducted</td>
<td>Scholarship Program History</td>
<td></td>
</tr>
<tr>
<td>STUDENT ADMINISTRATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment and Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting/Filing (Mandatory) – Higher Education Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorary Degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcripts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INDEX TO:
ESSENTIAL RECORDS

See the State Government General Records Retention Schedule for additional “Essential” records.

DEVELOPMENT AND OUTREACH
Donations/Gifts
  Donations/Gifts – Assets ................................................................. 7
  Donations/Gifts – Monetary ............................................................... 7

RESEARCH
  Human Subjects Review Council (HSRC) – Administration and Research Oversight
    (Research Conducted) .................................................................... 11
  Human Subjects Review Council (HSRC) – Principal Investigator Records
    (Research Conducted) ..................................................................... 12
  Institutional Animal Care and Use Committee (IACUC) – Inspections, Reports, and Evaluations ............................................................. 13
  Institutional Animal Care and Use Committee (IACUC) – Research Conducted … 13

STUDENT ADMINISTRATION
  Enrollment and Registration
    Release of Education Records – Prior Consent or Documentation Required .. 19
  Misconduct
    Student Disciplinary Cases (Sanctions Imposed) ................................... 25
  Transcripts
    Transcripts (Permanent Student Records) ........................................... 26

STUDENT AND CAMPUS SERVICES
  Advising
    Immigration/Visa Advising – Foreign Students ................................... 29
  Athletics
    NCAA Eligibility – Individual Student Athletes ................................... 34
    NCAA Eligibility – Sports Teams ......................................................... 35
  Childcare Services
    ECLC/Rainbow Center – Individual Child Documentation ..................... 37
  Cultural Collections Management
    Accession and Control – Cultural Collections ..................................... 38
  Financial Aid
    Institutional Eligibility – Financial Aid ............................................... 40
    Scholarship Program History .............................................................. 41
    Student Aid Disbursement – CWU-Administered Gift Aid and Work Study ..... 42
    Student Aid Disbursement – Grants, Scholarships, Gift Aid, and Loans Administered by Other Agencies/Entities ........................................ 42
    Student Aid Disbursement – Loans Administered by CWU ................... 42
    Student Aid Eligibility Determination/Tracking ................................... 41
  Health Services
    Client History – Community Counseling and Psychological Assessment Center ........................................................... 43
    Client History – Student Medical and Counseling Clinic .................... 43
  Police and Parking Services
    Parking Citation Fines ....................................................................... 47

TEACHING AND LEARNING
  Accreditation
    Accreditation Documentation .............................................................. 48
  Curriculum Development
    Course Materials ............................................................................. 56
DISPOSITION AUTHORITY NUMBERS (DAN’s) INDEX

07-04-61417.......................... 35
07-04-61418.......................... 33
07-04-61419.......................... 32
07-04-61423.......................... 9
07-04-61424.......................... 34
07-04-61425.......................... 31
07-04-61432.......................... 32
07-04-61434.......................... 31
08-12-61893.......................... 58
09-06-62043.......................... 46
09-06-62045.......................... 47
15-06-68757.......................... 49
15-06-68758.......................... 38
15-06-68759.......................... 48
15-06-68760.......................... 46
15-06-68761.......................... 28
15-06-68768.......................... 36
15-06-68771.......................... 57
15-06-68772.......................... 57
15-06-68773.......................... 39
15-06-68774.......................... 7
15-06-68775.......................... 7
15-06-68776.......................... 37
15-06-68777.......................... 38
15-06-68778.......................... 40
15-06-68781.......................... 8
15-06-68782.......................... 23
15-06-68783.......................... 11
15-06-68784.......................... 12
15-06-68785.......................... 13
15-06-68786.......................... 13
15-06-68787.......................... 17
15-06-68789.......................... 9
15-06-68790.......................... 19
15-06-68791.......................... 20
15-06-68792.......................... 42
15-06-68793.......................... 42
15-06-68794.......................... 42
15-06-68795.......................... 21
15-06-68796.......................... 27
15-06-68797.......................... 49
15-06-68798.......................... 14
15-06-68799.......................... 15
15-06-68801.......................... 16
15-06-68802.......................... 49
15-06-68803.......................... 25
15-06-68804.......................... 17
15-06-68805.......................... 50
15-06-68806.......................... 51
15-06-68807.......................... 51
15-06-68808.......................... 52
15-06-68809.......................... 17
15-06-68810.......................... 52
15-06-68811.......................... 53
15-06-68812.......................... 23
15-06-68813.......................... 53
15-06-68814.......................... 18
15-06-68815.......................... 41
15-06-68816.......................... 25
15-06-68817.......................... 54
15-06-68818.......................... 26
15-06-68819.......................... 26
15-06-68820.......................... 30
15-12-68845.......................... 44
21-02-69623.......................... 10
21-02-69624.......................... 56
22-10-69665.......................... 5
22-10-69666.......................... 6
23-02-69681.......................... 56
23-08-69697.......................... 54
74-02-03379.......................... 22
75-02-09053.......................... 58
75-03-09560.......................... 21
75-07-11908.......................... 43
75-07-12001.......................... 29
75-07-12613.......................... 43
75-07-12657.......................... 55
75-07-12748.......................... 45
75-10-15064.......................... 54
78-05-20770.......................... 40
78-05-20784.......................... 41
81-05-27802.......................... 24
SUBJECT INDEX

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

## INDEX TO:

### SUBJECTS

<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>39</td>
</tr>
<tr>
<td>504 accommodations</td>
<td>39</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>academic advising</td>
<td>27</td>
</tr>
<tr>
<td>appeals/grievances/forgiveness</td>
<td>49</td>
</tr>
<tr>
<td>academic calendars (publications)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>accommodations (section 504)</td>
<td>39</td>
</tr>
<tr>
<td>accreditation (programs/colleges/schools)</td>
<td>48</td>
</tr>
<tr>
<td>admission applications</td>
<td>14, 15</td>
</tr>
<tr>
<td>accepted</td>
<td>14</td>
</tr>
<tr>
<td>not accepted/not enrolled/incomplete</td>
<td>15</td>
</tr>
<tr>
<td>advising (academic/career)</td>
<td>28</td>
</tr>
<tr>
<td>alumni/general public</td>
<td>28</td>
</tr>
<tr>
<td>current students</td>
<td>27</td>
</tr>
<tr>
<td>veteran students</td>
<td>30</td>
</tr>
<tr>
<td>advising (immigration/visa)</td>
<td>29</td>
</tr>
<tr>
<td>agendas/packets</td>
<td>56</td>
</tr>
<tr>
<td>governing/policy-setting bodies</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>agreements</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>alumni (career advising)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>academic</td>
<td>28</td>
</tr>
<tr>
<td>animal research</td>
<td>13</td>
</tr>
<tr>
<td>Institutional Animal Care and Use Committee</td>
<td>13</td>
</tr>
<tr>
<td>appeals</td>
<td>49</td>
</tr>
<tr>
<td>parking</td>
<td>47</td>
</tr>
<tr>
<td>art galleries</td>
<td>38</td>
</tr>
<tr>
<td>asset management</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>athletes</td>
<td>32</td>
</tr>
<tr>
<td>awards/recognition</td>
<td>32</td>
</tr>
<tr>
<td>medical histories/insurance claims</td>
<td>31</td>
</tr>
<tr>
<td>NCAA eligibility</td>
<td>34</td>
</tr>
<tr>
<td>recruitment/visits</td>
<td>9</td>
</tr>
<tr>
<td>audio recordings</td>
<td>56</td>
</tr>
<tr>
<td>class sessions</td>
<td>56</td>
</tr>
<tr>
<td>course materials</td>
<td>56</td>
</tr>
<tr>
<td>audio/visual recordings</td>
<td>56</td>
</tr>
<tr>
<td>governing/policy-setting bodies</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>audits</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>awards (athletes)</td>
<td>32</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>backups</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>Board of Regents (agendas/minutes)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>budgeting</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>calendars (academic) (publications)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>campus maps (publications)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>campus newspapers (publications)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>career advising</td>
<td>57</td>
</tr>
<tr>
<td>alumni/general public</td>
<td>28</td>
</tr>
<tr>
<td>current students</td>
<td>27</td>
</tr>
<tr>
<td>Child and Adult Care Food Program (CACFP)</td>
<td>36</td>
</tr>
<tr>
<td>childcare</td>
<td>36</td>
</tr>
<tr>
<td>child records</td>
<td>37</td>
</tr>
<tr>
<td>food program reimbursement</td>
<td>36</td>
</tr>
<tr>
<td>citations/notice of infractions</td>
<td>47</td>
</tr>
<tr>
<td>parking</td>
<td>47</td>
</tr>
<tr>
<td>classes</td>
<td>16</td>
</tr>
<tr>
<td>registration</td>
<td>16</td>
</tr>
<tr>
<td>scheduling</td>
<td>55</td>
</tr>
<tr>
<td>classroom recordings</td>
<td>56</td>
</tr>
<tr>
<td>class sessions</td>
<td>56</td>
</tr>
<tr>
<td>student teacher</td>
<td>54</td>
</tr>
<tr>
<td>Clery Act (crime reporting)</td>
<td>46</td>
</tr>
<tr>
<td>commencement programs (publications)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>committees</td>
<td>8</td>
</tr>
<tr>
<td>governing/policy-setting</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>Community Counseling and Psychological Assessment Center (CCPAC)</td>
<td>43</td>
</tr>
<tr>
<td>complaints</td>
<td>see also SGGRRS</td>
</tr>
<tr>
<td>academic appeals/grievances</td>
<td>49</td>
</tr>
<tr>
<td>sex discrimination/harassment (Title IX)</td>
<td>5</td>
</tr>
<tr>
<td>compliance</td>
<td>10</td>
</tr>
<tr>
<td>permanent labor certification</td>
<td>10</td>
</tr>
<tr>
<td>contracts</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>course additions/deletions/changes</td>
<td>57</td>
</tr>
<tr>
<td>course catalogs (publications)</td>
<td>see SGGRRS</td>
</tr>
<tr>
<td>course materials</td>
<td>56</td>
</tr>
</tbody>
</table>
coursework (grades/scores/comments) ........................................... 49
crime reporting
  Clery Act ................................................................................. 46
curriculum
  course materials ....................................................................... 56
  syllabi ......................................................................................... 56
  curriculum/courses ................................................................. 57
donations (assets/monetary) ....................................................... 7
  disabilities (accommodations) .................................................... 39
discharges (student aid) ............................................................... 42
disciplinary investigations ........................................................... 43
directories (faculty/staff/student) (publications) ....................... see SGGRRS
directory information (withholding/nondisclosure) ..................... 21
examinations
  answer sheets .............................................................................. 51
  scores ......................................................................................... 50
  equipment testing ........................................................................ see also SGGRRS
  facilities ................................................................................. 38
  exhibits (museums/galleries) ....................................................... 38

F

examinations
  equipment testing ........................................................................ see also SGGRRS
  facilities ................................................................................. 38
  exhibits (museums/galleries) ....................................................... 38
  facilities ................................................................................. 38
facilities .................................................................................... see SGGRRS
Faculty Senate (agendas/minutes) ........................................... see SGGRRS
Family Educational Rights and Privacy Act (FERPA)
  nondisclosure of directory information ................................... 21
  release of educational records
    no prior consent required ....................................................... 18
    prior consent required .......................................................... 19
  financial aid
    institutional eligibility ............................................................. 40
    reports ................................................................................... 40
  financial records ........................................................................ see also SGGRRS
  firearms (students) ................................................................. 58
  foreign students (immigration/visa advising) ............................ 29
  fundraising
    benefiting charities ................................................................. see SGGRRS
    benefiting University ............................................................ 8

G

galleries ..................................................................................... 38

gift aid (student aid)
  disbursement .......................................................................... 42
  gifts (assets/monetary) ............................................................. 7
  grade confirmation ..................................................................... 51
  grade input/changes .................................................................. 52
  graduation requirements
    petitions for exception ......................................................... 23
    verification ............................................................................. 24
  grants ....................................................................................... 24
  grants (student aid)
    eligibility determination/tracking ....................................... 41
  Great Northwest Athletic Conference (GNAC) ......................... 32
grievances .............................................................................. see also SGGRRS
  students .................................................................................... 49

H

health records
  clients ....................................................................................... 43
  non-students/non-patients ......................................................... 44
  health records (clients) ............................................................. 43
  higher education enrollment reporting ..................................... 20
health records
  clients ....................................................................................... 43
  non-students/non-patients ......................................................... 44
  health records (clients) ............................................................. 43
  higher education enrollment reporting ..................................... 20
history of institution ................................................................. see SGGRRS
  human resources ...................................................................... 23
  human resources ...................................................................... see SGGRRS
  Human Subjects Review Council (HSRC)
    administration/oversight .................................................... 11
    principal investigator records ................................................. 12

I

immigration advising (foreign students) ..................................... 29
information systems ..................................................................... see SGGRRS
Institutional Animal Care and Use Committee
  (IACUC) .................................................................................... 13
Institutional Animal Care and Use Committee
  (IACUC) .................................................................................... 13
instruction (student evaluations) ................................................. 54
insurance claims (athletes) .......................................................... 31
internships (students) ................................................................. 54

INDEX TO:
SUBJECTS
INDEX TO:
SUBJECTS

N
National Collegiate Athletic Association (NCAA) .................................. 33
eligibility
individual student athletes .................................................. 34
sports teams ................................................................. 35
museums ........................................................................ 36
motor vehicles ................................................................. 37
medical histories/insurance claims (athletes) .................................. 38
minutes ........................................................................... 39
meetings
  governing/policy-setting bodies ................................................. 40
library records ................................................................. 41
majors theses/projects .......................................................... 42
mail services ....................................................................... 43
major/minor applications
  approved ........................................................................ 44
  denied or incomplete ......................................................... 45
masters theses/projects ......................................................... 46
medical histories/insurance claims (athletes) .................................. 47
meetings
  governing/policy-setting bodies ................................................. 48
  minutes
    governing/policy-setting bodies ................................................. 49
motor vehicles ................................................................. 50
mail services ....................................................................... 51
mail services ....................................................................... 52

M
mail services ....................................................................... 53
major/minor applications
  approved ........................................................................ 54
  denied or incomplete ......................................................... 55
masters theses/projects ......................................................... 56
medical histories/insurance claims (athletes) .................................. 57
minutes
  governing/policy-setting bodies ................................................. 58
library records ...................................................................... 59
majors theses/projects .......................................................... 60
medical histories/insurance claims (athletes) .................................. 61
meetings
  governing/policy-setting bodies ................................................. 62
  minutes
    governing/policy-setting bodies ................................................. 63
motor vehicles ................................................................. 64
mail services ....................................................................... 65

L
labor certification compliance
  PERM ............................................................................. 66
leave .................................................................................. 67
legal affairs .......................................................................... 68
library records ...................................................................... 69
loans (student aid)
  disbursement .................................................................. 70
  eligibility determination/tracking ...................................... 71

K
kept ................................................................. 72

J
journals ............................................................................. 73

I
institutions .......................................................................... 74

H
human resources ................................................................ 75

G
publishing ........................................................................... 76

F
facilities ................................................................................ 77

E
employee records ................................................................ 78

D
donations ............................................................................ 79

C
checking accounts ................................................................ 80

B
budgets ................................................................................ 81

A
advising ................................................................................ 82

INDEX TO:
SUBJECTS

S
scheduling (classes) ............................................................... 83
scholarships (student aid)
  disbursement .................................................................. 84
  eligibility determination/tracking ...................................... 85
  program history ............................................................... 86
  section 504 accommodations ........................................... 87
  security ............................................................................. 88
  sex discrimination/harassment (Title IX)
    complaints .................................................................. 89
    training materials .......................................................... 90
    sponsorships (assets/monetary) ....................................... 91
    sporting teams (NCAA eligibility) .................................. 92
  student aid
    disbursement ................................................................ 93

Central Washington University Records Retention Schedule
Version 1.8 (August 2023)

student teacher ..................................................................... 94
records management .......................................................... 95
recruitment (prospective students/athletes) ......................... 96
reference letters ................................................................... 97
release of education records
  no prior consent required ................................................ 98
  prior consent required ..................................................... 99
reporting (higher education enrollment) ......................... 100
research
  Human Subjects Review Council (HSRC)
    administration/oversight ............................................. 101
  principal investigator records .......................................... 102
  Institutional Animal Care and Use Committee
    (IACUC) ...................................................................... 103
residence halls (occupancy reports) .................................... 104
residency status (reclassification) ....................................... 105
risk management ................................................................ 106

R
Rainbow Center
  child records .................................................................. 107
  food program reimbursement ........................................ 108
  recognition (athletes) ....................................................... 109
  recordings
    class sessions ................................................................ 110
    course materials .......................................................... 111

P
papers/projects/assignments (not retrieved) ....................... 112
parking (permits/citations) ................................................ 113
violation appeals .................................................................. 114
payroll ............................................................................... 115
pedagogical training .......................................................... 116
petitions for exception (graduation/degree requirements) .... 117
placement files (education students/graduates) .................. 118

O
occupancy reports (residence halls) .................................. 119

N
newspapers (publications) .................................................. 120

see SGGRRS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS

INDEX TO:
SUBJECTS
eligibility determination/tracking .................. 41
Student Medical and Counseling Clinic (SMaCC) .... 43
student teacher classroom recordings ............... 54
students
admission applications
accepted ........................................ 14
not accepted/not enrolled/incomplete .......... 15
disabilities (accommodations) .................... 39
evaluation of instruction ............................ 54
internships ........................................... 54
recruitment/visits .................................. 9
teaching/internships ................................. 58
withdrawal ........................................... 22
syllabi .................................................... 56

T

telecommunications .......................... see SGGRRS
theses/projects (masters) .................. 52
timesheets ........................................ see SGGRRS
Title IX (sex discrimination/harassment) ....... 5
training materials .................................. 6
training .............................................. see SGGRRS
Title IX (sex discrimination/harassment) ....... 6
transcripts ........................................... 26
transitory records ................................. see SGGRRS
teaching/internships .................. 54
visits .............................................. see SGGRRS

V

vehicles ............................................... see SGGRRS

W

waivers (graduation/degree requirements) ........ 23
weapons (students) ................................ 58
withdrawal (students) ............................... 22
work study (student aid)
disbursement ........................................ 42
eligibility determination/tracking ............ 41