

## Summary of Changes

### ***Community and Technical Colleges Records Retention Schedule v.2.1 (September 2022)***

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

- Three (3) new records series have been added to this records retention schedule:
  1. **Sexual Harassment / Sex Discrimination Complaints (Title IX) – Employees/Others (DAN 22-12-XXXXX) p.10**  
*“7 years after issuance of determination and completion of disciplinary action (if any) and expiration of appeal period (if any) (Non-Archival)”*  
*Rationale: Retention based on 7-year requirements for complaint records (34 CFR §106.45(10)).*
  2. **Sexual Harassment / Sex Discrimination Complaints (Title IX) – Students (DAN 22-12-XXXXX) p.23**  
*“7 years after issuance of determination and completion of disciplinary action (if any) and expiration of appeal period (if any) (Non-Archival)”*  
*Rationale: Retention based on 7-year requirements for complaint records (34 CFR §106.45(10)).*
  3. **Training Materials (Sexual Harassment Complaints – Title IX) (DAN 22-12-XXXXX) p.5**  
*“7 years after training materials last used (Non-Archival)”*  
*Rationale: Retention based on 7-year requirements for Title IX training materials (34 CFR §106.45(10)).*

#### **Retention Changes**

- None

#### **Other Minor Changes**

- One (1) records series has changes to its title and/or description:
  1. **Class Registration (DAN 20-02-69434) p.16**  
*Rationale: Clarified that class consent forms were covered by this records series.*
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

#### **Essential Designation Changes**

- None

#### **Archival Designation Changes**

- None

**Series Being Revoked**

- None

***Net Increase in Records Series: 3 (from 73 series up to 76 series)***