

**WALLA WALLA COMMUNITY COLLEGE
STUDENT RECORDS RETENTION
ADMINISTRATIVE PROCEDURE 7370**

I. COLLEGE RESPONSIBILITIES

- A. All areas of the college will have established processes in place that adhere with the [Washington State Records Retention Schedule](#). These processes must ensure:
1. Student records are maintained and disposed of according to applicable retention schedules.
 2. Inactive records are regularly shifted to the archived records location at least once a year for long-term storage and preservation.
 3. Records are protected from damage and loss by following guidance from the Washington State Archives and Records Management division.
 4. The college is prepared to recover or replace essential records damaged by fire, flood, or other disaster by following guidance issued by the Washington State Archives and Records Management division.
 5. All electronic and non-electronic information systems shall preserve the integrity and accessibility in the event a student requests a copy of their student record, as noted in FERPA Administrative [Policy](#) and [Procedure](#) 7340.

II. EMAIL RECORDS

- A. Information Technology Services (ITS) has responsibility for institutionally retaining the content of all incoming and outgoing communication, transmission, and receipt data (metadata), transactional information, and any attachments associated with email messages processed by college email systems. These records will be retained for eight (8) years after the message was sent or received.

III. INSTANT AND TEXT MESSAGING RECORDS

- A. Instant messages generated internally through college technology systems will be retained institutionally by ITS in the same manner as email records.
- B. The retention of instant messaging or text messages generated through technology systems external to the college (e.g., a business or personal cell phone) that are also records of any transaction of college business must be retained within the unit by the individuals generating the record.

<p>Policy Contact: <u>Vice President, Student Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>July 23, 2024</u></p> <p>Last Reviewed/Revised on: _____</p>
