

LIST OF COMMON WWCC DOCUMENTS & THEIR RETENTION PERIODS

DOCUMENT TITLE:	DISPOSITION AUTHORITY NO.	RETENTION PERIOD	OFFICE OF OFFICIAL RECORD	COMMENTS	Archive Essential Non-Archival Non-Essential
Academic and Career Advising-Current Students	20-02-69417	6 years after graduation/date of last attendance	Each Department	Advisor copies of student records used to "monitor progress". May include grade reports, test scores, advisor's worksheets, unofficial transcripts, etc.	Non-Archival Non-Essential
Acquisition and Disposal-Assets	GS21001	6 years after disposal of asset	Business Office	Copies can be destroyed at department's discretion	Non-Archival Non-Essential
Attendance & Leave Records	GS03030	6 years after end of fiscal year	Payroll-electronic	Copies can be destroyed at department's discretion	Non-Archival Non-Essential
Calendars, Agency-Generated Forms and Publications - Copies	GS50003	until no longer needed for agency business	Each Department	Electronic is good enough. Only President's calendar is archival.	Non-Archival Non-Essential
Contracts & Agreements	GS01050	6 years after termination or expiration of instrument	Business Office		Non-Archival Essential
Correspondence - Legal	GS 18003	6 years after issue resolved and until advice no longer needed for agency business	Each Department		Non-Archival Essential
Coursework Grades/Scores/Comments	20-02-69438	2 years after end of academic quarter	Each Department	Used to document performance in a course, provides basis for final grade assignment	Non-Archival Non-Essential
Curriculum/Courses	20-02-69439	6 years after superseded	Registrar or other Administrative Office		Non-Archival Non-Essential
Examination Scores-Proficiency/Placement or Credit by Exam	20-02-69446	6 years after graduation/date of last attendance	Registrar or other Administrative Office	Used to determine level of proficiency, credit or exemption of course for placement	Non-Archival Non-Essential
Governing/Executive/Policy-Setting Body Records	GS10004	6 years after end of calendar year	Student Activities Director		Archival Essential
Legal Advice and Issues	GS18003	6 years after issue resolved and until advice no longer needed for agency business	Vice President	Office should work with your Vice President	Non-Archival Essential
Litigation Case Files-Routine	GS18004	6 years after resolution of case (including appeals)	Vice President	Office should work with your Vice President.	Non-Archival Essential
Meetings-Staff and Internal Committees	GS09009	2 years after end of calendar year and until no longer needed for agency business	Each Department		Non-Archival Non-Essential
Performance Evaluations -Supervisor Preparation	GS03024	until completion of evaluation and resolution of any ongoing performance issues	Each Department		Non-Archival Non-Essential
Provision of Advice, Assistance or Information	GS09022	2 years after communication received or provided, whichever is later	Each Department		Non-Archival Non-Essential
Public Disclosure/Records Requests	GS05001	2 years after public records request fulfilled	Human Resources	Contact HR for response to these requests	Non-Archival Non-Essential
Records Documented as Part of More Formalized Records	GS50012	until verification of successful conversion/keying/transcription	Each Department	Individual responds to surveys or questionnaires	Non-Archival Non-Essential
Requests for Basic/Routine Agency Information	GS50002	until no longer needed for agency business	Each Department		Non-Archival Non-Essential
Retirement Verification	GS 03032	60 years after date of separation from agency	Human Resources	Copies can be destroyed at department's discretion	Non-Archival Essential
Student Government Association	GS10004	6 years after superseded	Student Activities Director	SGA-Do Not Destroy!	Archival Essential
Travel	GS07001	6 Years after end of fiscal year in which travel was completed	Business Office	Copies can be destroyed at department's discretion	Non-Archival Non-Essential