LIST OF COMMON WWCC DOCUMENTS & THEIR RETENTION PERIODS

	LIST OF COMIN	ION WWCC DOCUMENTS & TH	IEIR RETENTION PERIOD	5 	Archive
					Essential
	DISPOSITION		OFFICE OF OFFICIAL		Non-Archival
DOCUMENT TITLE:	AUTHORITY NO.	RETENTION PERIOD	RECORD	COMMENTS	Non-Essential
Academic and Career Advising-Current	20-02-69417	6 years after graduation/date of	Each Department	Advisor copies of student records used to	Non-Archival
Students		last attendance		"monitor progress". May include grade reports,	Non-Essential
				test scores, advisor's worksheets, unofficial	
				transcripts, etc.	
Acquisition and Disposal-Assets	GS21001	6 years after disposal of asset	Business Office	Copies can be destroyed at department's	Non-Archival
				discretion	Non-Essential
Attendance & Leave Records	GS03030	6 years after end of fiscal year	Payroll-electronic	Copies can be destroyed at department's	Non-Archival
				discretion	Non-Essential
Calendars, Agency-Generated Forms and	GS50003	until no longer needed for	Each Department	Electronic is good enough. Only President's	Non-Archival
Publications - Copies		agency business		calendar is archival.	Non-Essential
Contracts & Agreements	GS01050	6 years after termination or	Business Office		Non-Archival
		expiration of instrument			Essential
Correspondence - Legal	GS 18003	6 years after issue resolved	Each Department		Non-Archival
		and until advice no longer			Essential
		needed for agency business			
Coursework Grades/Scores/Comments	20-02-69438	2 years after end of academic	Each Department	Used to document performance in a course,	Non-Archival
		quarter		provides basis for final grade assignment	Non-Essential
Curriculum/Courses	20-02-69439	6 years after superseded	Registrar or other		Non-Archival
			Administrative Office		Non-Essential
Examination Scores-Proficiency/Placement	20-02-69446	6 years after graduation/date of	Registrar or other	Used to determine level of proficiency, credit	Non-Archival
or Credit by Exam		last attendance	Administrative Office	or exemption of course for placement	Non-Essential
Governing/Executive/Policy-Setting Body	GS10004	6 years after end of calendar	Student Activities Director		Archival
Records		year	=		Essential
Legal Advice and Issues	GS18003	6 years after issue resolved	Vice President	Office should work with your Vice President	Non-Archival
		and until advice no longer			Essential
	001001	needed for agency business			
Litigation Case Files-Routine	GS18004	6 years after resolution of case	Vice President	Office should work with your Vice President.	Non-Archival
	000000	(including appeals)			Essential
Meetings-Staff and Internal Committees	GS09009	2 years after end of calendar	Each Department		Non-Archival
		year and until no longer needed			Non-Essential
	0000004	for agency business	F 1 D 1		N. A. I. I.
Performance Evaluations -Supervisor	GS03024	until completion of evaluation	Each Department		Non-Archival
Preparation		and resolution of any ongoing			Non-Essential
Drovinian of Advise Assistance or	GS09022	performance issues	Cook Domontonout		Niem Areleitzel
Provision of Advice, Assistance or	GS09022	2 years after communication	Each Department		Non-Archival
Information		received or provided,			Non-Essential
Dublic Disclosure/Decords Decuses	0000004	whichever is later 2 years after public records	Lluman Dagauraga	Contact LID for recognize to these requires	Niem Areleitzel
Public Disclosure/Records Requests	GS05001		Human Resources	Contact HR for response to these requests	Non-Archival
Decords Decumented as Port of Mars	CCE0012	request fulfilled until verification of successful	Cook Donortmont	Individual reasonds to surveys or	Non-Essential
Records Documented as Part of More	GS50012		Each Department	Individual responds to surveys or	Non-Archival
Formalized Records Requests for Basic/Routine Agency	GS50002	conversion/keying/transcription	Each Department	questionnaires	Non-Essential Non-Archival
Information	G350002	until no longer needed for	сасп рерактетк 		
Retirement Verification	GS 03032	agency business 60 years after date of	Human Resources	Copies can be destroyed at department's	Non-Essential Non-Archival
Trement verilleation	GG 03032	, ,	i iuiliali Nesoulces		Essential
Student Government Association	GS10004	separation from agency 6 years after superseded	Student Activities Director	discretion	Archival
Student Government Association	3010004	o years arter superseded	Student Activities Director	ISOA-DO NOI DESITOY!	Essential
Travel	GS07001	6 Years after end of fiscal year	Business Office	Copies can be destroyed at department's	Non-Archival
Traver		in which travel was completed	Dusiness Onice	•	Non-Essential
	l	iii wilich havel was completed		discretion	inon-⊏sseniial