

**Washington State College of Ohio
Academic's Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location	Review Completed
Grade Books	Official class rosters and grades	Active Year + 3 Years	Electronic	Deleted	Full-Time Faculty	CANVAS	TRUE
					Part-Time Faculty	CANVAS	TRUE
Advising Folders	Graduates	Active Year + 1 Year	Hard Copy or Electronic	Shredded or Deleted	Faculty	In faculty offices	TRUE
	Non-Graduates						
Early Alerts		Active Year + 1 Year	Electronic	Deleted	Administration	TEAL	TRUE
Course Records	Final Exams	Active Year + 3 Years	Hard Copy or Electronic	Shredded or Deleted	Faculty	In faculty offices or CANVAS	
	Collected Papers						
	Assignments						TRUE
	Quizzes						
	Student Correspondence						
Assessment	Assessment Plans	Active Year + 3 Years	Electronic	Deleted	Administration	In the Google Drive	TRUE
Curriculum Development	Program & Course development/changes	Indefinitely	Electronic	N/A	Registrar	VCAA Academic Archive	TRUE
Course Syllabi & Outlines	Current Course Syllabi and Outlines	Active Academic Term	Electronic	Shredded & Deleted	Faculty	On Intranet and Faculty Office file	TRUE
	Past Course Syllabi and Outlines	Indefinitely	Electronic	N/A	Registrar	VCAA Academic Archive	TRUE
Audit Sheets	Current Audit Sheets	Active Year	Electronic	Shredded	Registrar	On Intranet	TRUE
	Past Audit Sheets	Indefinitely	Electronic	N/A		VCAA Academic Archive	TRUE
Program Reviews	Program Reviews	Active Year + 3 Years	Electronic	Deleted	Administration	Google Drive	TRUE
Field Trip	Permission Forms	Active Year + 3 Years	Hard Copy	Shredded	Faculty	Dean's Office	TRUE
Experiential Learning	Clinical Forms	Active Year + 3 Years (or as required by accrediting)	Hard Copy/Electronic	Shredded/Deleted	Instructor	Instructor's Office	
	Practicum Forms						TRUE

	Internship Forms	accrediting agency)					
Selective Admission Letters	Program Acceptance Letters	Active Year + 1 Year	Hard Copy and/or Electronic	Shredded and/or Deleted	Program Faculty	Academic Program student files/Onbase	TRUE
	Program Non-Acceptance Letters						
Program Readmission	Correspondence requesting readmission	1 Year	Hard Copy and/or	Shredded and/or	Program Faculty	For programs with selective admissions	TRUE
General Administrative Files	Correspondence	1 Year (faculty) 3 Years (CAO, Directors, Deans, Chairs)	Hard Copy and/or Electronic	Shredded and/or Deleted	Faculty, CAO, Directors, Deans, Chairs	Faculty, CAO, Directors, Deans, Chairs Office	TRUE
	Reports						
	Memoranda documenting activities of general administrative office						
Boards/Committees	Minutes	3 Years	Electronic	Deleted	Dean/Directors/Committee Chairs	Google Drive	TRUE
	Member Lists						
	Official Action of Boards						
	Student Complaints	Active Year + 3 Years	Electronic	Deleted	Administration	Maxient	TRUE
	Student Misconduct	Active Year + 3 Years	Electronic	Deleted	Administration	Maxient	TRUE
	Articulation Agreements	5 Years	Hard Copy/Electronic	Renewed, old copy shredded	CAO	Google Drive	TRUE
	Transfer Module	5 Years	Electronic and Hard Copy	Deleted and Shredded	A&S Dean	Google Drive	TRUE
Academic Grievances	Academic Appeals	Active Year + 6 Years	Electronic	Deleted	Administration	Maxient	TRUE
	Academic Dismissal						
Student Disciplinary Files	Judicial Appeals	Active Year + 6 Years	Electronic	Deleted	Administration	Maxient	TRUE
	Judicial Dismissal						
	Accreditation Files	Indefinitely	Electronic	N/A	VPAA	VPAA Academic Archive/Google	TRUE

Destruction will be done by means of shredding or via approved document destruction company with signed verification.