

Washington State College of Ohio
Center for Student Success Record Retention Schedule

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner
Records	students who	7 years	OnBase	Archive Bin	Success Coach
Tutoring Records	Tutoring Appointments/Notes	2 years	TEAL Database	Archive	Student
Interim Reports	reports submitted by instructors to alert the Retention	2 years	Hard Copy/Electronic	Shred/delete messages	Retention Coordinator
OSP documents	files of former students who were accepted to the	7 years	Hard Copy/Electronic	Shred, delete contents	Retention Coordinator
Test records	tests	Term	Hard Copy	Shred	Assistant
Retention Statistics	Compiled data on student progress and retention	Indefinitely	Electronic	N/A	Retention Coordinator
Records	organized by term	7 years	Hard Copy	Shred	Success Coach
Laptop Loan Forms	loaners	returned,	Hard Copy	Shred	Student
Calculator Loan Forms	calculator loaners	indefinitely if not	Hard Copy	Shred	Specialist

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

Storage Location	Review Completed
Files	TRUE
database	TRUE
Retention Office	TRUE
Learning Center	TRUE
Test Cabinet	TRUE
Retention Office	TRUE
Office Filing	TRUE
Director's	TRUE
CSS office	TRUE



