

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

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner
	Enrollment Certification 22-1999	Indefinitely	OnBase	N/A	Records Office
	Certificate of Eligibility				
	VA Program Approval 22-1998	Indefinitely	OnBase	N/A	Records Office
	VA Letter of Transmittal SAA-9				
Student Educational Records	AP/CLEP Credit	Indefinitely	OnBase	N/A	Records Office
	Academic Dismissal				
	Academic Transcript (institutional)				
	Academic Forgiveness/Fresh Start				
	Articulation Credit				
	Decision of Student Academic Appeals				
	Application for Admissions				
	Audit Option Form				
	Court Orders and Subpoenas				
	Life Experience Credit				
	Proficiency Application/Credit				
	Transcripts from other colleges accepted or not)				
	Directory Information (FERPA Hold Form)				
	Academic Forgiveness/Fresh Start				
Drop/Add					
	Certificate of Completion				
	Change of Major				

Student Educational Records	Course Substitution	Indefinitely	OnBase	N/A	Records Office
	High School transcript				
	Independent Study Paperwork				
	Internship Paperwork				
	Name Change (including documentation audit)				
	Prerequisite Waiver				
	Probation				
	Residency Application/Petition				
	FERPA Releases				
	Registration				
	Test Scores				
	Transient Forms				
	Transcript Request				
Publications	Catalog	Indefinitely	OnBase	N/A	Records Office
	Student Hand Book				
	Schedule of classes				
	Commencement Program				
Public Record Request	Log sheet noting name of person	1 Year	Electronic	Destroy	Records Office
State Reports	ODHE HEI Enrollment Reports	Indefinitely	Electronic	N/A	Records Office
In House Reports	Daily FTE/Headcount	20 years	OnBase	Destroy	Records Office
	Graduation Roster	Indefinitely	OnBase	N/A	
	Class Roster & Grades	Indefinitely	OnBase	N/A	
	Dean's List	20 years	OnBase	Destroy	
	President's List	20 years	OnBase	Destroy	
	Probation List	20 years	OnBase	Destroy	

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

Storage Location	Review Completed
Records Office	TRUE
Records Office	TRUE
Records Office	TRUE

Records Office	TRUE
Records Office	TRUE
Google Drive	TRUE
Records Office	TRUE
Records Office	TRUE



