

WAC 490-105-200

Minimum requirements for record retention.

(See RCW **28C.10.160**.) The school must keep student educational records for a minimum of fifty years from the date of each student's enrollment or until the school ceases to be licensed under this chapter, whichever comes first.

(1) At a minimum, a student's "educational records" shall include single page transcripts for each student, indicating:

- (a) School name, address and telephone number;
- (b) Student name, address, telephone number, and Social Security number;
- (c) Dates of attendance;
- (d) Course of instruction or subjects attempted;
- (e) Amount of credit, if any, awarded for each subject;
- (f) Grade for each subject completed;
- (g) Date of completion or termination along with notation of the document issued signifying satisfactory completion, if achieved (degree, diploma, certificate);
- (h) If terminated, the reason(s) for termination;
- (i) Signature and title of the certifying officer; and
- (j) Date that transcript is prepared.

(2) On request, the school must provide, without charge, a transcript, described under subsection (1) of this section, to students who have satisfied financial obligations currently due and payable directly to the school. The school may establish and collect a fee for subsequent copies requested.

(3) Transcripts must be retained in paper or an electronic format and ensure proper retention and security by having an additional form of backup.

(4) The school shall maintain as part of the student's educational record "financial records" for a minimum of three years from the student's final date of enrollment and include at least the following records:

- (a) Signed and completed enrollment agreements and other training related contracts; and
- (b) The student's payment record.

(5) Financial aid records related to Title IV student financial assistance are not under state jurisdiction, and should be kept in accordance with appropriate federal regulations.

(6) Catalogs, and catalog addenda shall be maintained for one year from their respective dates of publication.

[Statutory Authority: RCW **28.10.040** [28C.10.040]. WSR 15-24-088, § 490-105-200, filed 11/30/15, effective 12/31/15. Statutory Authority: RCW **28C.10.040**(2). WSR 98-22-033, § 490-105-200, filed 10/29/98, effective 11/29/98.]