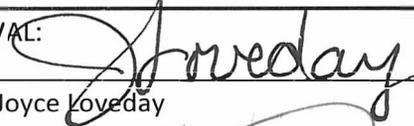


**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

| CHAPTER | SECTION | TITLE | HISTORY         |    |                     |
|---------|---------|-------|-----------------|----|---------------------|
|         |         |       | 3               | 21 | RECORDS RETENTION   |
|         |         |       | Revised<br>2016 |    | Next review<br>2022 |

Washington state law requires that all state records are retained, stored, archived and disposed of appropriately after their business use is completed, in accordance with schedules approved by the state records committee. The College utilizes the services of the State Records Center for storage and destruction. Each office and department has primary responsibility for the proper and legal management of all records in their custody. All College employees must review and familiarize themselves with the established record retention schedules and with procedures specific to their responsibilities to ensure compliance with all relevant laws.

|  |                      |
|--|----------------------|
| APPROVAL:<br>By: <u></u><br>Dr. Joyce Loveday | Date: <u>10-9-19</u> |
| Board Chair Review: <u></u>                   | Date: <u>10/9/19</u> |