

**WALLA WALLA COMMUNITY COLLEGE  
STUDENT RECORDS RETENTION  
ADMINISTRATIVE POLICY 7370**

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**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College (WWCC) abides by all applicable laws, rules, and regulations governing the creation, maintenance, and disposal of student records.

**II. AUTHORITY**

Board Policy 1370, [RCW 40.14](#), [FERPA – 20 U.S.C. § 1232g](#); [34 CFR Part 99](#), [Washington State Records Retention Schedule](#).

**III. SCOPE OF POLICY**

This policy applies to all admitted and enrolled students and employees of WWCC.

**IV. DEFINITIONS**

A. *Student Record*:

1. Includes all information and documents WWCC collects, in any medium, from a student or creates for a student from the time of application through graduation, completion of academic goals, or once a student ceases to register for classes.
2. Does not include information or documents collected or created based on individual counseling sessions provided by a WWCC mental health counselor or records related to law enforcement, including the college’s Safety Office.

**V. POLICY**

- A. The College will maintain, store, and dispose of student records in a safe and secure manner according to the [Washington State Records Retention Schedule](#).
- B. WWCC will apply Family Educational Rights and Privacy Act (FERPA) guidelines related to student records as outlined in FERPA Administrative [Policy](#) and [Procedure](#) 7340.
  1. Original records submitted to WWCC become the property of the college and will not be returned to students or others.
- C. Transcripts
  1. An official WWCC transcript is considered a permanent academic record and is retained by the college or the state’s regional archivist office indefinitely.
  2. Official transcripts submitted to WWCC from other institutions are not considered a permanent academic record and may be destroyed after the college completes its use of the document.

<p><b>Policy Contact:</b> <u>Vice President, Student Services</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>July 23, 2024</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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