

- WAC 308-408B-110 Record retention.** (1) Each school shall maintain for a minimum of five years each student's record;
- (2) A "student record" shall include:
- (a) The name, address, and telephone number of the school;
  - (b) Full name, address, and telephone number of the student;
  - (c) Beginning and ending dates of attendance;
  - (d) Clock hour courses completed and examination results.
- (3) Each school shall provide a copy of a student's record to the student or the department upon request.

[Statutory Authority: RCW 18.280.050 and 18.280. [18.280.060] (6). WSR 09-13-001, § 308-408B-110, filed 6/3/09, effective 7/4/09.]