

**WAC 132V-15-030 Type—Location—Responsibility of records. (1)**

The college maintains the following student educational records in the offices of record listed and under the control of the designated college official:

(a) Admissions center - A designated records custodian oversees the maintenance and processing of student applications for admission, residency and materials which influence student access to the college.

(b) Advising center - A designated records custodian is responsible for creating, maintaining and processing student educational records, such as copies of registration forms, unofficial transcripts and assessment scores.

(c) Cooperative education - A designated records custodian reviews, monitors and maintains such student records as program orientation forms, student enrollment forms and program evaluation forms.

(d) Counseling and career information center - A designated records custodian is responsible for the maintenance, security and access of such student educational records as interest inventories, advising transcripts, test scores, agency evaluations, and individual counseling case notes.

(e) Adult learning center - A designated records custodian is responsible for the development and retention of student attendance and academic progress records.

(f) Financial aid office - A designated records custodian is charged with collecting, analyzing, processing and maintaining personal fiscal data of students to assist in determining their eligibility for financial aid. Student records generated from this office include those associated with grants, loans, scholarships, employment and job placement.

(g) Registration/records center - The registrar is responsible for maintenance, security and access of student registration, transcript and graduation records.

(h) Veterans services - A designated records custodian collects and maintains for veteran students such records as forms for verification of enrollment for program completion and others which are required for compliance with Veteran Administration guidelines.

(i) Security and parking services - A designated records custodian is assigned the responsibility of processing and maintaining incident reports.

(j) International student services - A designated records custodian manages such student records as high school transcripts from foreign countries; copies of I-20 identification cards; copies of I-94s; the student's arrival documents; copies of visas; copies of I-538s; reinstatement forms; proofs of financial support; proofs of English proficiency; and proofs of student transfers.

(k) Student assessment office - A designated records custodian is responsible for the reporting and maintenance of assessment scores.

(l) Dean of student services office - A designated records custodian is responsible for maintaining academic standards records and student discipline records.

(m) Occupational education - The occupational program coordinators service as designated records custodians responsible for those student records essential to document admissions criteria, program progress, and program completion.

(n) Off-campus centers and continuing education - A designated records custodian is responsible for maintenance, security and access to student registration and fee collection records at each site.

(o) Business office - A designated records custodian is responsible for student fee payment records.

(p) Occasional records - The appropriate college official for student educational records not listed above will collect and maintain such occasional records.

(2) The college shall retain the educational records of students pursuant to the retention schedules established by each office of record.

(3) The college shall establish a student educational records retention system in such other offices of record which may be created.

[Statutory Authority: RCW 28B.50.140(13). WSR 96-16-034, § 132V-15-030, filed 8/1/96, effective 9/1/96; WSR 89-20-013 (Order 89-1), § 132V-15-030, filed 9/26/89, effective 10/27/89.]