

Community Colleges of Spokane RECORDS DISPOSITION LOG

To comply with RCW 14.14.060, WAC 434-610-070, and WAC 434-640-010, 020, and 030, it is vital that public records be destroyed or archived according to their approved retention periods as defined in the <u>General Retention Schedule</u> for Washington State Community and Technical Colleges. Therefore, the purpose of this form is to verify compliance and reasonable accountability proving specific public records have clearly met approved retention periods. Please complete this form to document the disposition of public records with an approved retention period. If you need assistance to complete this form, call the office of the public records officer at 434-5215.

Date	Campus	us Department Records Custodian			stodian	Phone Number		
Number of Boxes	Record Series Number	Description	Inclusive Dates From To		Retention Period	Date Destroyed	Date Transferred to State Archives	

All public records listed above have been identified to be at the end of their designated retention period, have no need to be retained for audits, lawsuits, public records requests or program requirements.

Records custodian's signature	Date	e
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Submit this completed form with an original signature to the Central Services logistics manager, MS 1090, immediately upon disposition of records or when records are ready to be picked up for shredding. The retention period for this form is six years. [CT0112.001]

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Marketing and Public Relations