



February 20, 2014

MEMORANDUM

TO: Community and Technical College Registrars

FROM: Scott Copeland, Policy Associate, Student Services

SUBJECT: GENERAL RETENTION SCHEDULE -
CT0401.037 – REGISTRATION/ENROLLMENT FORMS

This letter is your authorization from the State Board for Community and Technical Colleges that meets the requirement of CT0401.037 of Washington's Community and Technical College system general retention schedule. At your discretion, registration/enrollment forms for academic years 2011/2012 and older no longer have to be retained for SBCTC purposes.

As no admission/registration reviews were conducted the past several years, please retain all other records in accordance with the [General Retention schedule for Washington's Community and Technical College System](#)

If you have questions, please contact me at (360) 704-4397 or email scopeland@sbctc.edu.