

292- WI TECHNICAL COLLEGE SYSTEM

Dept # 1292/ Department Name WISCONSIN TECHNICAL COLLEGE SYSTEM

RDA # RDA Title Retention Disposition PII

00006000. STATE BOARD AGENDAS, MATERIALS, AND MINUTES

CR+7

SHSW

N

Copies of agendas, documentation supporting State Board agenda items for consideration and minutes of all committee and task force meetings, and regular and special meetings of the Wisconsin Technical College System (WTCS) Board. Includes, but is not limited to, materials prepared for State Board meetings pertaining to budget, legislative reports and procedures; administrative policy statements; program development, modification and discontinuance; district board member appointments; district facility and funding requests, and other related materials concerning the operation of the WTCS.

Recommendation: Retain for 7 years and forward to the State Historical Society for preservation with authority to purge provided a microfilm or other electronic medium copy of the minutes only is prepared and retained as provided under Wis. Stats. 16.61(7), and Wis. Admin. Code ch. PR 1

RETENTION: EVENT (Creation) + 7 years and transfer to State Archives

00007000. PRESIDENT, VICE PRESIDENTS, AND EXECUTIVE ASSISTANTS MATERIALS

CR+5

SHSW

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Correspondence, including e-mail, reports, and other documents of the President, Vice Presidents and the Executive Assistant of the Wisconsin Technical College System (WTCS) Board employed under Wis. Stats 38.04(2) and (4), concerning the operation of the WTCS, local technical college districts, state and federal agencies, state staff, and other related topics.

Recommendation: Retain for 5 years and transfer to the State Historical Society for preservation with authority to purge.

RETENTION: EVENT (Creation) + 5 years and transfer to State Historical Society

00019000. PROGRAM APPROVAL DOCUMENTS

EVT+3

DEST

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Program Development materials submitted from the 16 districts for approval:

- Program concept development materials submitted from the 16 Districts within the state for approval by the WTCSB
- Program Discontinuance Proposal materials submitted from the 16 Districts within the state for approval by the WTCSB
- Advanced Technical Certificate (ATC) requests
- Program Title Changes and Modifications
- Program Suspensions/Withdrawals initiated by the district
- Curriculum modifications, with the most current curriculum modification replacing the existing curriculum modification

RETENTION: EVENT (Date of approval) + 3 years and destroy

00021000. EMERGENCY MEDICAL SERVICES EXAM RESULT BOOKS

EVT+3

DEST

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The Wisconsin Department of Health Services, Division of Public Health, Office of Preparedness and Emergency Health Care requires verification of current certification by the National Registry of Emergency Medical Technicians (NREMT) as verification of eligibility for original licensing, or relicensing as an Emergency Medical Technician in Wisconsin. Eligibility requirements and time frames for participation in retesting, licensing and relicensing are such that a history of student participation in NREMT testing remain available for a period of three years after completion of the test. Stored by exam.

RETENTION: EVENT (Test completion) + 3 years and destroy confidential

00022000. UFFAS REPORTS

EVT+7

DEST

N

The Uniform Financial Fund Accounting System (UFFAS) reports contain individual district, and aggregate financial information.

For example: expenditure and revenue reports, balance sheets and cost allocation reports.

RETENTION: EVENT (Date of report) + 7 years and destroy

00023000. CLIENT REPORTING

EVT+7

DEST

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Client Reporting reports include demographic and course record information for district student/client population. Reports also provide information detailing federal/state grant funded services provided to specific individuals.

Information contained within these reports is protected under the Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99.

RETENTION: EVENT (Date of report) + 7 years and destroy confidential

00026000. CONTRACT REPORTS

EVT+7

DEST

N

The contract reports contain information related to contracts for services entered into by WTCSB districts under Wis. Stat. § 38.14(3).

RETENTION: EVENT (Date of report) + 7 years and destroy

00028000. FIRE SERVICE RECORDS CR+7 DEST Y

WI Technical College System Fire service student training records. These records establish students' eligibility requirements and time frames for participation in International Fire Service Accreditation Congress (IFSAC) testing, retesting and relicensing.

Fire Service instructional efforts are covered under Wis. Stat. § 38.04(9) "training program for fire fighters". By providing a training program, we are required to maintain files as to student enrollment, completion, test scores, etc. These documents are confidential and must remain available for a period of seven years after completion of the student's original test. The records are stored by exam.

The Federal Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; CFR Part 99) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the US Department of Education. The WTCS is subject to the requirements of FERPA.

RETENTION: EVENT (Creation) + 7 years and destroy confidential