# 292- WI TECHNICAL COLLEGE SYSTEM

Dept # **I292I** Department Name **WISCONSIN TECHNICAL COLLEGE SYSTEM**

| RDA # | RDA Title | Retention | Disposition | PII |
|---|---|---|---|---|

**00019000.** **PROGRAM APPROVAL DOCUMENTS** **EVT+3** **DEST** **N**

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** **Y**

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** **Y**

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