

**WAC 308-66-330 Record retention.** (1) Each education provider must:

(a) Maintain each student's record and each edition of any education related publication for a minimum of three years; and

(b) Provide a copy of a student's record to the student upon request.

(2) Student records must include:

(a) Full name, address, telephone number, and email address (optional) of the student;

(b) Date of attendance and the date of registration agreement;

(c) Date the course was completed and the test results.

[Statutory Authority: RCW 46.70.170 and 46.70.79 [46.70.079]. WSR 12-24-041, § 308-66-330, filed 11/29/12, effective 1/1/13.]