

Records Retention Requirements

All sponsors must retain records as required in Washington Supreme Court Admission and Practice Rule (APR) 11(j). See below for relevant excerpts of the rule:

- APR 11(j)(2) The sponsor must provide each participant with an evaluation form to complete. The forms or the information from the **evaluation forms must be retained for two years** and provided to the Bar upon request.
- APR 11(j)(4) The sponsor **must retain course materials for four years** from the date of the course. Upon request of the Bar, a sponsor must submit for review any written, electronic, or presentation materials, including copies of audio/visual courses.
- APR 11(j) (5) The sponsor **must keep accurate attendance records and retain them for six years**. The sponsor must provide copies to the Bar upon request.

For further assistance see www.wsba.org/MCLE or contact MCLE at mcle@wsba.org or 206-733-5987.