

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Mail Services Records (Revised 07-16)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>MAIL DELIVERY AND RECEIPT Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Certified/registered/insured mail logs and return receipts • Postage meter logs/reports • Private ground delivery registers/ receipts (UPS, Federal Express, etc.) • Signed pick-up and delivery receipts • United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). <p>NOTE: Contracts/agreements/permits relating to mailing services and equipment are covered by GS 01050: Contracts and Agreements. For WSU purposes, this series includes the Request for Shipment of Merchandise.</p>	<p>Controller's Office* OR Campus Mailing Svcs.* OR Central Receiving* Department (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 13003 Rev. 1</p> <p>Secondary copy under GS 13003 Rev. 1</p>	