### ALL–UNIVERSITY RECORDS RETENTION SCHEDULE

<table>
<thead>
<tr>
<th>RECORD SERIES TITLE—FUNCTION/PURPOSE</th>
<th>LOCATION (<em>OFFICIAL COPY</em>)</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DISPOSITION AUTHORITY NO.</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Services Records (Revised 07-16)</td>
<td>Controller’s Office* OR Campus Mailing Svcs.* OR Central Receiving* Department (reference copy)</td>
<td>Retain for 6 years after end of fiscal year, then destroy. Retain until admin. purpose served, then destroy.</td>
<td>GS 13003 Rev. 1</td>
<td>Secondary copy under GS 13003 Rev. 1</td>
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</tbody>
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**MAIL DELIVERY AND RECEIPT**

Records documenting the agency’s incoming and outgoing physical mail (letters, packages, etc.). Includes, but is not limited to:
- 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.).

**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.