

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
ANNUAL REVIEW OF FACULTY Evaluation of job performance.	Human Resource Services* Dean; Department (secondary copies)	Retain for 6 years after termination of employment, then destroy. Retain for 3 years after end of fiscal year, then destroy.	11-12-63535 Secondary copy under 11-12-63535	
APPLICATIONS/RESUMES RECEIVED -- UNSOLICITED Records relating to unsolicited requests for job consideration and employment inquiries. Includes, but is not limited to: • Unsolicited job applications/resumes received; • General prospective employment inquiries. <i>Note: Retention based on 2-year requirement in 29 CFR 1602.31.</i>	Department*	Retain for 2 years after received, then destroy.	GS 03022 Rev. 1	
APPOINTING AUTHORITY FOR FACULTY, ADMINISTRATIVE PROFESSIONAL, AND CLASSIFIED EMPLOYEES Letters of delegation to employees who are authorized to sign employment forms.	Human Resource Services* President; Department (secondary copies)	Retain for 6 years after superseded, then destroy. Retain until superseded, then destroy.	11-12-63537 Rev. 1 Secondary copy under 11-12-63537 Rev. 1	Essential
AUTHORIZATIONS/CERTIFICATIONS -- HUMAN RESOURCES (GENERAL) Records relating to licenses, permits, accreditations, certifications and other authorizations (such as driver's licenses, etc.) acquired by University employees in certain positions (including contractors and volunteers) that are either required by or received from regulating authorities (such as local, state or federal agencies and/or court order/rule), where not covered by a more specific records series. Includes, but is not limited to: • Applications/confirmations; • Reports; • Violations/corrections, etc.; • Related correspondence/communications. For WSU purposes, series also includes records of: • Certification and/or recertification (and related training) for departmental (e.g., WSU Police Dept.) employees. • Certification of accountable property officers at the college level who are authorized to coordinate college federal excess property programs.	Department* Department (reference copy)	Retain for 6 years after authorization/certification superseded or terminated <i>or</i> 6 years after separation from the University, <i>whichever is sooner,</i> then destroy. Retain until admin. purpose served, then destroy.	GS 03046 Secondary copy under GS 03046	
BACKGROUND CLEARANCE CHECKS Provides a record of background clearance checks for full- time and temporary employees, or adult participants (e.g. advisors, chaperones, volunteers) not employed by a school district in the state of Washington. May include criminal history checks, disclosure statements, background inquiry results, and record of permission from adult participants for University officials to conduct background clearance checks.	HRS* OR Department* Department (reference copy)	Retain for 3 years after termination of employment <i>or</i> 3 years after termination of participation in activity or program, then destroy Retain until admin. purpose served, then destroy.	07-12-61642 Rev. 2 Secondary copy under 07-12-61642 Rev. 2	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>COMMUTE TRIP REDUCTION (CTR) PROGRAM Records relating to the University's promotion and administration of reducing employee commute trips such as encouraging use of public transit, ride sharing, bicycle commute options, incentives and alternatives such as telecommuting. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bonus voucher certification forms; • Registration and participant forms; • Incentives; • Parking tracking files; • CTR performance evaluations/reports/surveys/questionnaires. [Note per State Records Management (SRM): This series covers CTR reports received by WSU or internally-distributed.] <p>Excludes records covered by Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056). [Note per SRM: GS 03056 covers CTR reports that WSU submits to another agency or entity.]</p>	<p>Campus Parking Services Office*</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p>	<p>GS 03037 Rev. 1</p>	
<p>COMPLAINTS AND GRIEVANCES --EXONERATED Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues in which the complaint proved to be unsubstantiated. May be filed by job applicants, the public, and represented and non-represented state employees. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Filed complaints and grievances; • Supporting documentation; • University response and decisions; • Legal actions, arbitration or mediation efforts; • Determinations and appeals. <p>Excludes records covered by Complaints and Grievances – Upheld (DAN GS 03003). <i>Note 1: Records may be retained upon employee request and in case of pending legal action (reference RCW 41.06.450 and WAC 357-22-040).</i> <i>Note 2: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Human Resource Services (HRS)* OR Office of Civil Rights Compliance and Investigation (CRCI)*</p> <p>Department (reference copy)</p>	<p>Retain until exoneration, then destroy.</p> <p>Retain until exoneration, then destroy.</p>	<p>GS 03006 Rev. 1</p> <p>Secondary copy under GS 03006 Rev. 1</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
COMPLAINTS AND GRIEVANCES -- UPHELD Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues in which the complaint/grievance was upheld. May be filed by job applicants, the public, and represented and non-represented state employees. Includes, but is not limited to: <ul style="list-style-type: none"> • Filed complaints and grievances; • Supporting documentation; • University response and decisions; • Legal actions, arbitration or mediation efforts; • Determinations and appeals. Excludes records covered by Complaints and Grievances – Exonerated (DAN GS 03006). <i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i>	Human Resource Services (HRS)* OR Office of Civil Rights Compliance and Investigation (CRCI)* Department (reference copy)	Retain for 6 years after final determination of case, then destroy. Retain until admin. purpose served, then destroy.	GS 03003 Rev. 2 Secondary copy under GS 03003 Rev. 2	Essential
COURSE EVALUATION SUMMARIES Compilation of appraisals and comments from individual course/instructor evaluations.	Department*	Retain for 3 years after end of fiscal year, then destroy.	11-12-63538	
COURSE/INSTRUCTOR EVALUATIONS A record of individual student or participant evaluations of content and presentation of a course.	Department*	Retain for 1 year after end of fiscal year, then destroy.	11-12-63540	
DAILY ACTIVITY REPORTS, TIME CLOCK CARDS, AND ALTERNATIVE TIME/PIECE RECORDS Used by positive pay employees to record hours of work or completed pieces. An individual record may be either a Daily Activity Report, a time clock card, or a Human Resource Services approved alternative time/piece record.	Department*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63541	
DEPARTURE NOTICE Notifies the Radiation Safety Office and/or Environmental Health and Safety Office of an impending departure of a user of hazardous and/or radioactive chemicals or materials.	Radiation Safety Office* OR Environmental Health and Safety* Department (secondary copy)	Retain for 2 years after termination of employment, then destroy Retain for 1 year after termination of employment, then destroy.	11-12-63544 Secondary copy under 11-12-63544	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>DISCLOSURE OF FORMER EMPLOYEE INFORMATION TO PROSPECTIVE EMPLOYERS Records relating to the disclosure of information (such as hiring recommendations, employment/income verifications, etc.) about <i>former</i> employees to prospective employers or employment agencies in accordance with RCW 4.24.730. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written logs; • Disclosure releases/statements; • Copies of information provided. <p>Excludes:</p> <ul style="list-style-type: none"> • Disclosure of information about current employees covered by Personnel Record Folders (DAN 11-12-63577); • Public records requests covered by Public Disclosure/Records Requests (DAN GS 05001; see All-Univ Recs Rtn Schedule--Public Affairs and Public Disclosure Recs table). <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080) and 2-year requirement in RCW 4.24.730.</i></p>	<p>Human Resource Services* OR Department*</p>	<p>Retain for 3 years after disclosure of information, then destroy.</p>	<p>GS 03053</p>	
<p>EMPLOYMENT ELIGIBILITY -- U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) Records relating to the verification of employment eligibility within the United States. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Federal I-9 forms; • Foreign labor condition applications and approvals, e.g., H1-B, F-1, J-1; • Copies of valid driver's license, passports, or other photo identification; • Copies of certificate of naturalization and supporting documentation. <p>References: 8 CFR 274a.2, 20 CFR 655.760. Note: This series applies to any applicants that are actually hired. For those not hired, their recruitment records are to be covered under Recruitment – Employee (Search Files) (DAN GS 03012).</p>	<p>Human Resource Services*</p>	<p>Retain for 3 years after date of hire OR for 1 year after termination of employment (whichever is later), then destroy.</p>	<p>GS 03036 Rev. 1</p>	
<p>EMPLOYMENT RECORD REQUEST (WSU 1238) To request leave and benefits records from former state employers.</p>	<p>Human Resource Services* Department (secondary copy)</p>	<p>Retain for 6 years after termination of employment, then destroy. Retain until termination of employment, then destroy.</p>	<p>11-12-63550 Secondary copy under 11-12-63550</p>	
<p>EXIT INTERVIEW -- PERSONNEL Documentation of information gathered during an exit interview with an employee separating from the University.</p>	<p>Department*</p>	<p>Retain for 3 years after exit interview completed, then destroy.</p>	<p>GS 03040 Rev. 1</p>	
<p>EXPENSE ASSIGNMENT ACTION (WSU1260) Used for temporary changes in account assignment of personnel charges.</p>	<p>Position Control* Payroll (secondary copy) Dean/Director; Department (secondary copies)</p>	<p>Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy. Retain until superseded, then destroy.</p>	<p>11-12-63553 Secondary copy under 11-12-63553 Secondary copy under 11-12-63553</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
GRADUATE FACULTY APPOINTMENT FILES Provides a record of department appointments of faculty members to graduate faculty assignments. Files may include ballots, vita, and Admittance to Graduate Faculty forms.	Graduate School* Department (secondary copy)	Retain for 1 year after graduate faculty assignment ends, then destroy. Retain for 1 year after ballot outcome reported to Grad School, then destroy.	11-12-63557 Secondary copy under 11-12-63557	
HIPAA SECURITY AGREEMENT Provides a record of client confidentiality and security agreement signed by health care personnel, e.g., clinic personnel. (45CFR164.316(b)(2)(i))	Department*	Retain for 6 years after termination of employment or termination of service, then destroy.	11-12-63559 Rev. 1	
LIABILITY INSURANCE Proof of student liability insurance policy or certificate from graduate students who serve as clinic personnel.	Department*	Retain for 10 years after last client treated, then destroy.	06-10-61318	
MEDICAL INSURANCE POLICIES Copies of medical insurance policies for student/graduate student assistant and other.	Human Resource Services* Health and Wellness Svcs.; insurance company (reference copies)	Retain for 6 years after policy expiration, then destroy. Retain until admin. purpose served, then destroy.	02-09-60402 Rev. 1 Secondary copy under 02-09-60402 Rev. 1	
NONSERVICE PAY AUTHORIZATION (WSU 1314) Authorizes pay to WSU Fellows, trainees, interns, or other nonservice positions.	Accounts Payable* Student Financial Svcs.; Department (secondary copies)	Retain for 6 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63566 Secondary copy under 11-12-63566	
PAYROLL DEDUCTION FORMS Used to authorize deductions from payroll.	Department*	Retain for 6 years after last authorized deduction, then destroy.	11-12-63569	
PAYROLL EXPENDITURE AUDIT REPORT Department personnel download payroll expenses indicating status of payroll records that will generate the next payroll. Allows department correction and Payroll follow up.	Payroll* (maintained on mainframe or tape) Department (secondary copy)	Retain for 4 years after end of calendar year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63570 Secondary copy under 11-12-63570	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>PAYROLL PROCESSING, DISTRIBUTION AND REPORTING Records relating to the processing of payroll and reports used by the personnel/payroll offices to verify actions, detail distribution of payroll costs, and ascertain accuracy and accountability. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documents that reflect personnel actions; • Internal Revenue Service (IRS) reports submitted to the IRS, e.g., 1099, 940, 941 and W-2. • State income tax quarterly filings for other states; • Quarterly reports and filings for Labor and Industries (L& I) and wages; • Warrant cancellations and electronic fund transfers; • Detail reports, year-to-date costs and cumulative summary expense reports • Status reports and adjustments; • Payroll distribution and other related costs. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Retirement Verification (DAN GS 03032); • Earnings Statement Microfiche (DAN 16-06-68988, held by Payroll Svcs., office #2710); • Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056). 	<p>Department*</p> <p>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 03033 Rev. 1</p> <p>Secondary copy under GS 03033 Rev. 1</p>	
<p>PERFORMANCE EVALUATION -- SUPERVISOR PREPARATION Records gathered by an employee's supervisor in preparation for employee's performance evaluation. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notes of performance, training and development; • Job assignments; • Other related documentation. <p>For WSU purposes, this series includes Extended Time Monitoring Sheets (SESRC). <i>Note: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Supervisor*</p>	<p>Retain until completion of evaluation and resolution of any ongoing performance issues, then destroy.</p>	<p>GS 03024 Rev. 1</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>PERSONNEL -- EMPLOYMENT HISTORY FILES Records relating to an employee's University employment history. Also includes records relating to a volunteer's service with the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes and appointment letters • Position eligibility and position held • Eligibility requirements for position (certifications, transcripts) • Disclosure of information to prospective employers in accordance with RCW 4.24.730 • Employee performance evaluations (i.e. completed and signed evaluations and expectations review and acceptance). NOTE: For WSU purposes, this series includes evaluations of administrative professional, classified, and temporary employees, and any supporting documentation. Due to potential tenure issues, performance evaluations for faculty are retained under the series, Annual Review of Faculty, DAN 11-12-63535. • Appeals/hearings determinations • Settlement agreements • Biographical Data Sheets • Discontinuation notices—final • Faculty questionnaires • Presumption of resignation letters • Resignation letters • Resumes/vitae • Retirement letters • Tenure/promotion letters <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Complaints and Grievances – Exonerated (DAN GS 03006); • Complaints and Grievances – Upheld (DAN GS 03003); • Retirement Verification (DAN GS 03032). <p><i>State Note: See State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.</i></p>	<p>Human Resource Services*</p> <p>Department (reference copy)</p>	<p>Retain for 40 years after termination of employment, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63578 Rev. 3</p> <p>Secondary copy under 11-12-63578 Rev. 3</p>	<p>Essential</p>

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>PERSONNEL -- HEALTH-RELATED RECORDS Records relating to the health of employees where not covered by another more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Ergonomic assessments (for routine prevention and if non-injury-related); • Reasonable accommodation (if non-injury-related); • Documentation of known medical conditions (for awareness in case of medical emergency that would assist in rapid response and treatment); • Documentation of ongoing medical treatment (if non-exposure or non-injury related and necessary for job performance/reasonable accommodation); • Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave. <p>NOTE: For WSU purposes, this series also includes documentation of the use of family medical leave and the receipt and return of shared leave. Excludes records covered by the following WSU records series:</p> <ul style="list-style-type: none"> • Medical Surveillance Files (DAN 10-12-62323), Chemical Exposure Records (DAN 10-12-62314), Incident Report (WSU 1131) (DAN 11-12-63628), Respirator Program Records (DAN 10-12-62324), and Radiation Safety Records (DAN 16-06-68984); see All-Univ Recs Rtn Schedule--Safety Recs table. • Employee Audiometric Test (DAN 10-12-62315; held by EH&S (office #6960)). <p><i>Note: Medical records should be retained by originating agency and not be included as part of an interagency transfer.</i></p>	<p>Campus HRS* OR Campus EH&S* (ergonomic assessments)</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after date of separation from the University then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 03054</p> <p>Secondary copy under GS 03054</p>	
<p>PERSONNEL -- ROUTINE TRANSACTIONS Records relating to employees' routine personnel transactions or tasks that do not affect employment history, payroll, performance or retirement status/eligibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Changes to work schedules and assignments; • Location codes; • Name/address/status/emergency contact change documentation; • Miscellaneous tracking forms. 	<p>Department*</p>	<p>Retain until superseded, then destroy.</p>	<p>GS 03055</p>	
<p>PERSONNEL ACTION (WSU 1097) Used to authorize personnel transactions and communicate employment status of appointed employees to Human Resource Services.</p>	<p>Human Resource Services*</p> <p>Payroll (secondary copy)</p> <p>Benefit Services (secondary copy)</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after termination of employment, then destroy.</p> <p>Retain for 6 years after termination of employment, then destroy.</p> <p>Retain for 1 year after termination of employment, then destroy.</p> <p>Retain until superseded or termination of employment, then destroy.</p>	<p>11-12-63572</p> <p>Secondary copy under 11-12-63572</p> <p>Secondary copy under 11-12-63572</p> <p>Secondary copy under 11-12-63572</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>POSITION HISTORY Records relating to the history of each position and job classifications which apply to positions held by employees of the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allocations and reallocations; • Training plans specific to position; • Selective certification and required eligibility; • Position descriptions. <p>For WSU purposes, this series includes position rosters, Position Action/Position Review Requests, position questionnaires, position descriptions, and other position-related records, except Position Identifying Description Changes (WSU 1265), which are retained under a separate series (DAN 11-12-63587).</p>	<p>Human Resource Services* OR Position Control* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain until no longer needed for University business, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 03010 Rev. 1</p> <p>Secondary copy under GS 03010 Rev. 1</p>	
<p>POSITION IDENTIFYING DESCRIPTION CHANGES (WSU 1265) A record of changes in position description when that is the only action required.</p>	<p>Position Control*</p> <p>Department (secondary copy)</p>	<p>Retain until superseded, then destroy.</p> <p>Retain until superseded, then destroy.</p>	<p>11-12-63587</p> <p>Secondary copy under 11-12-63587</p>	
<p>RECRUITMENT -- EMPLOYEE Records relating to the process of recruitment and selection of employees. Includes applicants screened but not interviewed. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Job announcements and postings; • Job description and qualifications; • Eligibility lists for specific positions; • Applications, resumes and test results; • Applicant profile data; • Scoring, ranking and selection criteria; • Interview questions and evaluations; • Reference check questions and answers. <p>For WSU purposes, this series includes search process files.</p> <p>Excludes successful applicant records covered by:</p> <ul style="list-style-type: none"> • Personnel Record Folders (DAN 11-12-63577); and • Employment Eligibility -- U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036). <p>For WSU purposes this series excludes all applicant records covered by Background Clearance Checks (DAN 07-12-61642).</p> <p><i>Note: Retention based on 3-year statute of limitations for the commencement of actions for employment discrimination (injury to the rights of others) (RCW 4.16.080).</i></p>	<p>Department*</p>	<p>Retain for 3 years after completion of recruitment/hiring process, then destroy.</p>	<p>GS 03012 Rev. 1</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>REPORTING/FILING (MANDATORY) -- EMPLOYMENT-RELATED Records relating to employment and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc. Also includes employment-related reports required by regulatory agencies to be compiled (but not submitted). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission according to 29 CFR 1602.7; • New Hire Reports filed with the Department of Social and Health Services (DSHS) according to RCW 26.23.040; • Commute trip reduction (CTR) plans and annual progress reports required under RCW 70.94.531 and RCW 70.94.534. <p>NOTE: Per State Records Management, this series covers CTR reports that WSU submits to other agencies/entities. (CTR reports distributed internally or received by WSU are retained under Commute Trip Reduction (CTR) Program (DAN GS 03037).) For WSU purposes, this series also includes civil rights documents used for audit purposes and to compile annual county reports to state and federal agencies. Also for WSU purposes, this series excludes:</p> <ul style="list-style-type: none"> • Annual Radio Employment Report (DAN 02-01-60318; held by Murrow College of Communications; longer retention period per FCC regulations) • Annual TV Employment Report (DAN 02-01-60320; held by Murrow College of Communications; longer retention period per FCC regulations) 	Department*	Retain for 4 years after compiled/submitted to regulatory agency, then destroy.	GS 03056	
<p>REQUEST FOR NAME CHANGE To request a name change in University records.</p>	<p>Payroll*</p> <p>Department (reference copy)</p>	<p>Retain for 1 year after data entry, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63594</p> <p>Secondary copy under 11-12-63594</p>	
<p>REQUEST FOR POSITIVE PAY REPORT (WSU 1256) To report unpaid and unreported hours or pieces from previous pay periods.</p>	<p>Payroll*</p> <p>Department (reference copy)</p>	<p>Retain for 1 year after report generated, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63595</p> <p>Secondary copy under 11-12-63595</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>RETIREMENT VERIFICATION Records relating to an employee's state service to document eligibility and entitlement to retirement benefits. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Enrollment; • Salary and employment dates; • Appointment letters; • Monthly salary; • Hours worked; • Time cards, time sheets or payroll registers if necessary to verify retirement information; • Other eligibility documentation such as position retirement worksheets or retirement reviews as necessary. <p>For WSU purposes, this series also includes evidence of employee membership in retirement programs, e.g., TIAA and PERS. Excludes:</p> <ul style="list-style-type: none"> • Records covered by Medical, Supplemental Retirement Account (SRA), Life Insurance, and Long-Term Disability (LTD) Enrollment Forms Plus Beneficiary Designations (DAN 78-10-21217, held by HRS (office #3160)); • Records covered by Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045, held by HRS). 	<p>Campus Human Resource Services* OR Payroll*</p> <p>Department (reference copy)</p>	<p>Retain for 60 years after date of separation from the University, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 03032 Rev. 1</p> <p>Secondary copy under GS 03032 Rev. 1</p>	<p>Essential</p>
<p>TEMPORARY EMPLOYEE DEPARTMENTAL FILES Documentation related to a temporary employee's departmental employment history. Files include but are not limited to: Conditions for Temporary Employment, Temporary Employment Application (for individuals who are hired), Temporary Employee Orientation Checklist, Parent School Authorization.</p>	<p>Department*</p>	<p>Retain for 1 year after termination of employment, then destroy.</p>	<p>11-12-63543</p>	
<p>TEMPORARY EMPLOYMENT APPLICATION—NOT HIRED (WSU 1251) Used by prospects to apply for temporary employment. (Candidate not hired by WSU.)</p>	<p>Department*</p>	<p>Retain until position filled, then destroy.</p>	<p>11-12-63602</p>	
<p>TENURE/PROMOTION EVALUATION DOCUMENTS (DENIED CANDIDATES) Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p>	<p>Human Resource Services*</p> <p>Dean; Department (secondary copies)</p>	<p>Retain for 35 years after termination of employment, then destroy.</p> <p>Retain for 3 years after denial, then destroy.</p>	<p>11-12-63603</p> <p>Secondary copy under 11-12-63603</p>	
<p>TENURE/PROMOTION EVALUATION DOCUMENTS (SUCCESSFUL CANDIDATES) Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p>	<p>Human Resource Services*</p> <p>Dean; Department (secondary copies)</p>	<p>Retain for 6 years after award, then destroy.</p> <p>Retain for 3 years after award, then destroy.</p>	<p>11-12-63606</p> <p>Secondary copy under 11-12-63606</p>	
<p>TENURE/PROMOTION SUPPORT DOCUMENTS (DENIED CANDIDATES) May include manuscripts, artwork, slides, or other items used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p> <p>May be returned to the dean and then to the candidate at the discretion of Provost's Office.</p>	<p>Human Resource Services*</p>	<p>Retain for 6 years after denial, then destroy, except as noted.</p>	<p>11-12-63609</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>TENURE/PROMOTION SUPPORT DOCUMENTS (SUCCESSFUL CANDIDATES) May include manuscripts, artwork, slides, or other items used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p> <p>Returned to the dean and then to the candidate after award.</p>	Provost's Office*	Retain until award, then return to dean and candidate, as noted.	11-12-63610	
<p>TIME AND LEAVE REPORT FILES Used to record attendance, overtime, and/or leave activity for overtime-eligible and overtime ineligible faculty, administrative professional, and classified employees. May include the Leave Report, Time Report, Leave Report for Excepted Classified Employees, Request for Temporary Schedule Change, and Prior Period Time Report. NOTE: the employing department maintains the record copy of each file until termination of employment. At termination of employment the file is sent to HRS for audit.</p>	<p>Payroll* (pay-affecting only)</p> <p>Human Resource Services*</p> <p>Department*</p>	<p>Retain for 6 years after termination of employment, then destroy.</p> <p>Retain for 5 years after audit, then destroy.</p> <p>Retain until termination of employment, then send to HRS for audit.</p>	<p>11-12-63560 Rev. 1</p> <p>Secondary copy under 11-12-63560 Rev. 1</p> <p>Secondary copy under 11-12-63560 Rev. 1</p>	
<p>TRAINING FILES -- EMPLOYEE Records documenting the training history of individual employees participating in training, orientations and staff development programs. Training may include:</p> <ul style="list-style-type: none"> • Internal University training for ethics, diversity, safety and other policies; • Internships, apprentice programs; • External training as requested or required. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sign-in or attendance documentation IF no certificate or other documentation is issued as evidence of completion, satisfaction or attendance; • Policy review acknowledgements; • Certificates/credentials/licenses awarded or renewed; • Test results if necessary for continued certification, etc.; • Continuing education hours/credits/points. <p>For WSU purposes, series includes records of training, certification, and/or certification for departmental (e.g., WSU Police Dept.) employees. May be retained in database format.</p>	Human Resource Services* OR Department*	Retain for 6 years after separation from the University, then destroy.	GS 22003 Rev. 1	
<p>VISITING SCHOLARS FILES Provides a record of visiting scholars who attend or assist with University programs or training seminars. May include trainee files, Nonservice Pay Authorization copies, invoice vouchers, visa information, histories, correspondence, and final reports.</p>	Department*	Retain for 6 years after termination of contract or termination of service, then destroy.	01-12-60301 Rev. 2	