

**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

Property Management Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>ACQUISITION AND DISPOSAL -- ASSETS (OTHER THAN REAL PROPERTY)</p> <p>Records relating to the acquisition and disposal of assets other than real property (such as equipment, intellectual property, vehicles, vessels, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Marketing plans/strategies;</li> <li>• Purchase orders;</li> <li>• Surplus property disposition records;</li> <li>• Registration of intellectual property rights;</li> <li>• Vehicle/vessel titles or copy of title if original is transferred to new owner/Department of Licensing;</li> <li>• Related correspondence/communications.</li> </ul> <p>For WSU purposes, this series also includes equipment trade-in approval records, Inventory Control Reports, Surplus Disposal Requests and other surplus property forms, and reference copies of surplus property public sales.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Acquisition and Disposal -- Real Property/Land/Water Rights (DAN GS 24004; held by the Real Estate Office, office #8622).</li> </ul> <p>For WSU purposes, this series also excludes excess federal property records (DAN 11-12-63485).</p>	<p>Campus Facilities Services*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after disposal of asset, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21001 Rev. 1</p> <p>Secondary copy under GS 21001 Rev. 1</p>	
<p>AUTHORIZATIONS/CERTIFICATIONS -- ASSETS</p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <b>acquired by</b> the University in relation to its assets <b>from</b> regulating authorities (local, state, federal agencies and/or courts), <b>where not covered by a more specific records series</b>, such as:</p> <ul style="list-style-type: none"> <li>• Certificates of occupancy and other building/facility permits;</li> <li>• Elevator permits/inspections;</li> <li>• Equipment/vehicle registration, etc.;</li> <li>• Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems, etc.).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application/filing and confirmation;</li> <li>• Records relating to violations/corrections;</li> <li>• Reports;</li> <li>• Related correspondence/communications.</li> </ul>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after authorization expired/superseded/terminated, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21013</p> <p>Secondary copy under GS 21013</p>	

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<p>CAPITAL CONSTRUCTION PROJECTS -- PROJECT ADMINISTRATION AND PROCESS Records not required beyond the warranty period that relate to the project administration/process for new construction or additions/remodels (affecting the structure of the building/facility) for both routine and significant structures, <b>provided</b> the longer-term records documenting the project are retained in accordance with either:</p> <ul style="list-style-type: none"> <li>• Capital Construction Projects -- Routine Buildings/ Facilities (DAN GS 21010);</li> <li>• Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Phone lists;</li> <li>• Work requisitions;</li> <li>• Meeting coordination records;</li> <li>• Shop drawings not affecting the structure or operating systems of the building;</li> <li>• Schedules;</li> <li>• Punch lists;</li> <li>• "Red-line" drawings ("as-designed" drawings reflecting updates) that have been superseded by "as-built" drawings.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Capital Construction Projects -- Routine Buildings/ Facilities (DAN GS 21010);</li> <li>• Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011).</li> </ul>	<p>Facilities Services*</p>  <p>Department (reference copy)</p>	<p>Retain for 6 years after project completion/ acceptance, then destroy.</p>  <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21014</p>  <p>Secondary copy under GS 21014</p>	

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<p><b>CAPITAL CONSTRUCTION PROJECTS -- ROUTINE BUILDINGS/FACILITIES</b> Records relating to the design, new construction, or additions/ remodels (affecting the structure of the building/facility) of routine structures. Also includes records relating to the preliminary planning of the University's routine capital construction projects where the project was not proceeded with/completed. Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Project meeting minutes, approval, program review and/or comments;</li><li>• Plans and drawings (including "as-built" and "as-designed" drawings and shop drawings affecting the structure or operating systems of the building (such as elevators, structural steel, HVAC, etc.));</li><li>• Permits and Environmental Impact Statements (EIS);</li><li>• Specifications, design calculations, contracts, test results, reports (including engineering, commissioning and balancing reports), modification proposals and manuals;</li><li>• Selected images/photographs showing major/significant stages of the project;</li><li>• Allotment and payment records and related documentation.</li></ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"><li>• Capital Construction Projects -- Project Administration and Process (DAN GS 21014);</li><li>• Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011);</li><li>• Maintenance -- Major and/or Regulated (DAN GS 21008);</li><li>• Maintenance -- Minor Non-Regulated (DAN GS 21002).</li></ul>	<p>Facilities Services*</p>  <p>Department (reference copy)</p>	<p>Retain for 6 years after disposal of asset/ abandonment of project, then destroy.</p>  <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21010 Rev. 1</p>  <p>Secondary copy under GS 21010 Rev. 1</p>	



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<p><b>FACILITY SYSTEMS AND EQUIPMENT -- INSTALLATION</b> Records relating to the installation of systems and equipment in University facilities that are not integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> <li>• Audio/visual systems/equipment;</li> <li>• Fire and life safety (alarms, sprinklers, etc.);</li> <li>• Heating, ventilating and air conditioning (HVAC);</li> <li>• Information technology (IT) wiring;</li> <li>• Security systems/equipment (alarms, keys, locks, etc.).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Installation drawings and other documentation integral to the maintenance and operation of the system or equipment;</li> <li>• System layout descriptions/specifications;</li> <li>• Warranties.</li> </ul>	<p>Campus Facilities Services* OR Information Technology Svcs.*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after disposal of systems/equipment, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21015</p> <p>Secondary copy under GS 21015</p>	<p>Essential</p>
<p><b>FEDERAL EXCESS PROPERTY FILE</b> Provides a record of the acquisition, utilization, and disposition of property acquired by WSU from the federal excess property program. Request documentation for federal excess property, using temporary (for use during the course of a grant contract) or permanent transfer of federal property to WSU, includes the Federal Excess Property Request (WSU 1303) and SF-122, Transfer Order—Excess Personal Property. (Records held by Facilities Services are maintained by the Surplus Stores unit.)</p>	<p>Sponsored Programs Services* OR Facilities Services</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after item disposed of (permanent transfer) <b>OR</b> 3 years after termination of contract (temporary transfer), then destroy.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63485 Rev. 1</p> <p>Secondary copy under 11-12-63485 Rev. 1</p>	
<p><b>INSPECTIONS/MONITORING -- REGULATED</b> Records relating to inspecting/monitoring of assets owned, used or maintained by the University <b>where required by regulatory agencies and where not covered by a more specific records series.</b> Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Underground storage tank (UST) inspections (40 CFR 280.45).</li> </ul> <p>Note: Records documenting inspecting/monitoring of <b>other</b> entities' assets by a state agency in its regulatory capacity are covered by the agency's specific records retention schedule.</p>	<p>Environmental Health and Safety* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after end of calendar year <b>AND</b> correction of any violations, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21016</p> <p>Secondary copy under GS 21016</p>	
<p><b>INSPECTIONS/MONITORING -- ROUTINE/ NONREGULATED</b> Records relating to the routine inspecting/monitoring of assets owned, used or maintained by the University where not required by regulatory agencies and not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Temperature and humidity records;</li> <li>• Equipment functionality/safety checks (vehicle daily checks, etc.).</li> </ul>	<p>Campus Facilities Services* 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 21017</p> <p>Secondary copy under GS 21017</p>	

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<b>INVENTORIES -- CAPITAL ASSETS</b> Records relating to inventories of land, buildings, furniture, equipment and other capital assets. May be used for input into the statewide reporting system. Includes, but is not limited to: • Records within the Capital Assets Management System (or equivalent systems, e.g., University Inventory System); • Asset tracking and depreciation schedules; • Running inventory control documents that describe each piece of University-owned or leased equipment and furniture; • Data Input Sheet; • Reports (Asset, Added, Changes, Purge, Summary of Monthly File Activity).	Business Services-- Property Inventory*  Department (reference copy)	Retain for 6 years after superseded, then destroy.  Retain until admin. purpose served, then destroy.	GS 16008 Rev. 2  Secondary copy under GS 16008 Rev. 2	Essential
<b>INVENTORIES -- SUPPLIES, COMMODITIES, AND PARTS</b> Running inventories used to manage stocks of expendable materials such as office supplies, parts, and other expendable supplies, describing the materials and indicating current stock balances.	Department*  Department (reference copy)	Retain for 6 years after end of fiscal year, then destroy.  Retain until admin. purpose served, then destroy.	GS 16004 Rev. 1  Secondary copy under GS 16004 Rev. 1	
<b>INVENTORY CONTROL REPORTS (INVENTORY AND SURPLUS)</b> Provides a record of changes in the department's equipment inventory. Includes Inventory Control Reports (WSU 1033) and Surplus Disposal Requests (SDRs).	Property Inventory* or Surplus Stores*  Transferring Department; Recipient Department (secondary copies)	Retain for 6 years after date of document, then destroy.  Retain for 2 years after end of fiscal year, then destroy.	11-12-63492 Rev. 1  Secondary copy under 11-12-63492 Rev. 1	
<b>LOST AND FOUND PROPERTY</b> Records relating to the receipt of personal property left behind in/at University facilities, vehicles and/or events and the return/disposal of the item. Includes, but is not limited to: • Records documenting discovery of items, attempts to locate the owner of the items, and return/retention/disposal of items; • Related correspondence/communications. <i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i>	WSU Police* OR Department*  Department (reference copy)	Retain for 3 years after return/disposal of item, then destroy.  Retain until admin. purpose served, then destroy.	GS 21012  Secondary copy under GS 21012	

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<p><b>MAINTENANCE -- MAJOR AND/OR REGULATED</b> Records documenting all major maintenance (which is beyond regular upkeep) and all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used or maintained by the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Instructions, maintenance manuals, vendor statements;</li> <li>• Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance);</li> <li>• Original defect and inspection reports;</li> <li>• Service, repair and maintenance records (regulated and/or major);</li> <li>• Work orders;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Capital Construction Projects -- Routine Buildings/ Facilities (DAN GS 21010);</li> <li>• Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011);</li> <li>• Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table);</li> <li>• Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table).</li> </ul>	<p>Campus Facilities Services*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after disposal of asset, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21008 Rev. 1</p> <p>Secondary copy under GS 21008 Rev. 1</p>	<p>Essential</p>
<p><b>MAINTENANCE -- MINOR NONREGULATED</b> Records documenting minor maintenance (regular upkeep) performed on assets owned, used or maintained by the University and is not required by a regulatory agency, such as:</p> <ul style="list-style-type: none"> <li>• Custodial, floor and window cleaning, mowing/ gardening, indoor plant care, etc.;</li> <li>• Painting, furniture upholstery/refinishing, etc.;</li> <li>• Vehicle and equipment oil changes, tune-ups, filters, tires, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Service, repair and maintenance records;</li> <li>• Work orders, lists/logs and reports;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Capital Construction Projects -- Routine Buildings/ Facilities (DAN GS 21010);</li> <li>• Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011);</li> <li>• Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table);</li> <li>• Facility Systems and Equipment -- Installation (DAN GS 21015);</li> <li>• Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table);</li> <li>• Maintenance -- Major and/or Regulated (DAN GS 21008);</li> <li>• Registered Pesticide Application Records (DAN 11-02-62360; see Safety Recs table).</li> </ul>	<p>Department*</p>	<p>Retain for 6 years after completion of work, then destroy.</p>	<p>GS 21002 Rev. 1</p>	

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<b>OPERATING MANUALS</b> Operating manuals, specifications, vendor statements and other related documentation for assets owned, used or maintained by the agency where not covered by a more specific records series.  NOTE: For WSU purposes, this series excludes Public Broadcasting Manual (DAN 02-01-60329; held by Murrow College of Communications, office #0014).	Department*     Department (reference copy)	Retain until superseded or disposal of asset, <i>whichever is sooner,</i> then destroy OR Transfer to new owner.   Retain until admin. purpose served, then destroy.	GS 16011     Secondary copy under GS 16011	Essential
<b>PROPERTY AND EQUIPMENT MANAGEMENT FILE AND PREVENTIVE MAINTENANCE</b> Record of departmental equipment by inventory numbers, surplus stores sales and related documents. Facilities Services storeroom inventory and stock for resale, utility maps, building as built and building replacement parts.	Controller* AND/OR Campus Facilities Services*	Retain for 2 years after end of fiscal year, then destroy.	90-03-45979 Rev. 2	
<b>USE OF UNIVERSITY FACILITIES/EQUIPMENT/ VEHICLES</b> Records relating to allowing use of University assets (such as meeting rooms, other facilities, equipment, vehicles/vessels, etc.) by University staff (including contractors and volunteers), other agencies, students/clients and the general public. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Allocation of parking spaces/permits;</li> <li>• Bookings/reservations/requests for use;</li> <li>• Check-in/-out logs;</li> <li>• Rental/use schedules;</li> <li>• Vehicle logs/usage data;</li> <li>• Related correspondence/communications.</li> </ul> NOTE: For WSU purposes, this series also includes: <ul style="list-style-type: none"> <li>• Campus Automobile Reservation System (CARS) records;</li> <li>• Parking permit applications;</li> <li>• Vehicle Release Authorizations;</li> <li>• Student Driver Authorizations;</li> <li>• Vehicle Release Authorizations.</li> </ul> Excludes records covered by: <ul style="list-style-type: none"> <li>• Contracts and Agreements (DAN GS 01050; see All-Univ Recs Rtn Schedule—Acct/Fiscal Recs);</li> <li>• Financial Transactions—General (DAN GS 01001; see All-Univ Recs Rtn Schedule—Acct/Fiscal Recs);</li> <li>• Records Documented as Part of More Formalized Records (DAN GS 50012; see All-Univ Recs Rtn Schedule—Admin-General Office Recs).</li> </ul>	Facilities Services*     Department (reference copy)	Retain for 3 years after asset returned/ use completed, then destroy.   Retain until admin. purpose served, then destroy.	GS 07003 Rev. 1   Secondary copy under GS 07003 Rev. 1	