





**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

Public Affairs and Public Disclosure Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>MEDIA RELEASES AND COVERAGE</b> Records relating to the University's communications with the media and coverage in the media of the University's activities and accomplishments. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Press or news releases issued by the University to the media for distribution;</li> <li>• Audio/visual recordings/transcripts of press conferences, speeches, etc., by the University President or senior executives;</li> <li>• Copies of guest editorials written by the University President;</li> <li>• Copies of news clippings/media coverage of the University's activities (if compiled by the University).</li> </ul> <p>Excludes information distributed through the University's website/social media channels and correspondence/communications with the media covered by Provision of Advice, Assistance or Information (DAN GS 09022; see Admin-Gen Office Recs table).</p>	Department*	Retain for 2 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	GS 05003 Rev. 1	Archival (appraisal required)
<p><b>MINOR PARTICIPANT GUIDELINES AND EMERGENCY CARE AGREEMENTS</b> Provides as record of acknowledgment of guidelines for participation and emergency medical care agreements for minor participants (under 18 years of age) in University academic, athletic, or recreation activities or events. Includes agreements signed by participants and parent/guardians acknowledging that they have read and understood the guidelines for participation, and permissions from parent/guardians for University officials to seek emergency medical care for the participants.</p>	Department*	Retain for 6 years after 18th birthday, then destroy.	09-07-62063 Rev. 1	
<p><b>ONLINE CONTENT MANAGEMENT</b> Records documenting the publishing/changing of the University's online (internet and intranet) content. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests/approvals to upload/update/remove content;</li> <li>• Confirmation of content upload/update/removal;</li> <li>• Point-in-time record of webpage/site (screenshot, snapshot, site map).</li> </ul> <p><i>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	Department*	Retain for 1 year after online content removed, then destroy.	GS 15010 Rev. 1	
<p><b>PARTICIPANT GUIDELINES AND EMERGENCY CARE AGREEMENTS (18 YEARS OR OVER)</b> Provides as record of acknowledgment of guidelines for participation and emergency medical care agreements for participants (18 years of age or over), including advisors and chaperones, in University academic, athletic, or recreation activities or events. May include agreements signed by participants acknowledging that they have read and understood the participation guidelines, and permissions for University officials to seek emergency medical care for participants.</p>	Department*	Retain for 6 years after termination of participation in activity, then destroy.	09-07-62062 Rev. 1	
<p><b>PHOTOGRAPH/RECORDING RELEASE FILES</b> Provides a record of authorization by adult models for the University to use photographic images or audio or video recordings for University purposes, including but not limited to, advertising and promotion.</p>	Department*	Retain for 6 years after disposal of image or recording, then Transfer to Archives for appraisal and selective retention.	11-12-63650	Archival (appraisal required)

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<p><b>PHOTOGRAPH/RECORDING RELEASE FILES FOR MINORS</b> Provides a record of authorization by minor models (under age 18) or parents/guardians for the University to use photographic images or audio or video recordings for University purposes, including but not limited to, advertising and promotion.</p>	Department*	Retain for 6 years after disposal of image or recording OR 6 years after minor reaches age 18, whichever occurs last, then Transfer to Archives for appraisal and selective retention.	11-12-63651	Archival (appraisal required)
<p><b>PUBLIC DISCLOSURE/RECORDS REQUESTS</b> Records relating to requests from the general public for access to the University's public records in accordance with chapter 42.56 RCW. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence relating to the request;</li> <li>• Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);</li> <li>• Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.);</li> <li>• Records documenting administrative reviews relating to the request;</li> <li>• Public disclosure requests and appeals.</li> </ul> <p>Excludes: the</p> <ul style="list-style-type: none"> <li>• Records that are the subject of the public records request (which must be retained in accordance with the applicable records series);</li> <li>• Records covered by Provision of Advice, Assistance or Information (DAN GS 09022; see Admin-General Office Recs table).</li> </ul>	Public Records Office*  Department (reference copy)	Retain for 2 years after public records request fulfilled, then destroy  Retain until admin. purpose served, then destroy.	GS 05001 Rev. 2  Secondary copy under GS 05001 Rev. 2	
<p><b>PUBLICATIONS—DEVELOPMENT</b> Records relating to the drafting, development, design and production of University-created publications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Job descriptions/specifications/design records</li> <li>• Sample job products/proofs/samples</li> <li>• Articles submitted for inclusion (including those not used);</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes final publication covered by State Publications (DAN GS 15008).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 15009 Rev. 1	



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<p><b>TRAINING -- ARRANGEMENTS</b> Records relating to the administrative arrangements of University-provided training courses, seminars and workshops. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Training date and place scheduling records;</li> <li>• Training availability announcements and notices;</li> <li>• Participant registration;</li> <li>• Arrangement of catering, facilities and equipment.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <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> <li>• Travel (DAN GS 07001; see Travel Recs table).</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 22001 Rev. 1	
<p><b>TRAINING -- DEVELOPMENT</b> Records relating to the development of training courses, seminars, workshops, etc., such as research, materials development, etc.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Training -- General (DAN GS 22007);</li> <li>• Training -- Mandatory or Certification/Hours/Credit Provided (DAN GS 22008).</li> </ul>	Department*	Retain until training no longer provided by the University, then destroy.	GS 22006	
<p><b>TRAINING -- GENERAL</b> Records documenting training courses, seminars, workshops, etc. <b>provided by</b> the University (including through contracted trainers) to University employees, contractors, customers/clients or the public where either:</p> <ul style="list-style-type: none"> <li>• Training is not required by federal, state or local statute and/or the employer;</li> <li>• Qualifications/credentials/licenses are not earned;</li> <li>• Continuing education hours/credits/points are not awarded.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of materials presented (PowerPoint slide deck, handouts, etc.);</li> <li>• Attendee lists/sign-in sheets documenting who attended;</li> <li>• Tests administered and results;</li> <li>• Course/seminar/workshop evaluation feedback/surveys.</li> </ul> <p>Note: Records documenting training <b>received by</b> employees are covered by Training Files – Employee (DAN GS 22003; see Payroll/Personnel Recs table).</p>	Department*	Retain for 3 years after training provided, then destroy.	GS 22007	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

**BUSINESS POLICIES AND PROCEDURES MANUAL**

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<p>TRAINING -- MANDATORY OR CERTIFICATION/HOURS/CREDIT PROVIDED</p> <p>Records documenting training courses, seminars, workshops, etc. <b>provided by</b> the University (including through contracted trainers) to University employees, contractors, customers/clients or the public where either:</p> <ul style="list-style-type: none"> <li>• Training is required by federal, state or local statute and/or the employer;</li> <li>• Qualifications/credentials/licenses may be earned;</li> <li>• Continuing education hours/credits/points are awarded.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of materials presented (PowerPoint slide deck, handouts, etc.);</li> <li>• Attendee lists/sign-in sheets documenting who attended;</li> <li>• Tests administered and results;</li> <li>• Course/seminar/workshop evaluation feedback/surveys;</li> <li>• Certification/hours/credits/points awarded.</li> </ul> <p>Note: Records documenting training <b>received by</b> employees are covered by Training Files – Employee (DAN GS 22003; see Payroll/Personnel Recs table).</p>	Department*	Retain for 6 years after training provided, then destroy.	GS 22008	