## ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

### Advertising and Promotion
Records relating to the planning and/or execution of advertising and promotional activities conducted by the University to promote the University's mission or business. Includes, but is not limited to:
- Marketing plans/strategies;
- Records relating to the development of advertising campaigns/materials (such as original artwork, designs, storyboards, etc.);
- Samples of advertising materials (regardless of format);
- Records relating to the evaluation of campaigns/strategies;
- Records relating to the design/selection of University branding (such as logos, mottos, slogans, etc.);
- Related correspondence/communications.

**Excludes:**
- Advertising materials covered by State Publications (DAN GS 15008);
- Financial records covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table);
- Intellectual property ownership records covered by Acquisition and Disposal -- Assets (Other than Real Property) (DAN GS 21001; see Property Recs table).

<table>
<thead>
<tr>
<th>RECORD SERIES TITLE—FUNCTION/PURPOSE</th>
<th>LOCATION (*OFFICIAL COPY)</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DISPOSITION AUTHORITY NO.</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and Promotion</td>
<td>Department* (reference copy)</td>
<td>Retain until no longer needed for University business, then Transfer to Archives for appraisal and selective retention.</td>
<td>GS 05006 Rev. 1</td>
<td>Archival (appraisal required)</td>
</tr>
</tbody>
</table>

### Assumption of Risk and Release of Liability Forms—No Accident Claim (Under 18 Years)
Provides a record of agreement signed by an individual (affiliated with WSU or visiting) under 18 years of age (with parent/guardian consent) to participate in University programs and activities at their own risk. This record series covers retention of this form when no accident claim has been made.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Assumption of Risk and Release of Liability Forms—No Accident Claim (Under 18 Years)</td>
<td>Department* (reference copy)</td>
<td>Retain for 3 years + 60 days after 18th birthday, then destroy.</td>
<td>98-06-58499 Rev. 3</td>
<td>Secondary copy under 98-06-58499 Rev. 3</td>
</tr>
</tbody>
</table>

### Assumption of Risk and Release of Liability Forms—No Accident Claim (18 Years or Over)
Provides a record of agreement by an individual (affiliated with WSU or visiting) 18 years or older to participate in University programs and activities at their own risk. This record series covers retention of this form when no accident claim has been made.

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<tr>
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</thead>
<tbody>
<tr>
<td>Assumption of Risk and Release of Liability Forms—No Accident Claim (18 Years or Over)</td>
<td>Department* (reference copy)</td>
<td>Retain for 3 years + 60 days after termination of activity, then destroy.</td>
<td>98-06-58498 Rev. 3</td>
<td>Secondary copy under 98-06-58498 Rev. 3</td>
</tr>
</tbody>
</table>

### Assumption of Risk and Release of Liability Forms—With Accident Claim
Provides a record of agreement signed by an individual (affiliated with WSU or visiting) to participate in University programs and activities at their own risk. This record series covers retention of this form when an accident claim has been made.

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<tr>
<th>RECORD SERIES TITLE—FUNCTION/PURPOSE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assumption of Risk and Release of Liability Forms—With Accident Claim</td>
<td>Department* (reference copy)</td>
<td>Retain for 3 years + 60 days after claim resolved, then destroy.</td>
<td>98-06-58500 Rev. 3</td>
<td>Secondary copy under 98-06-58500 Rev. 3</td>
</tr>
</tbody>
</table>
### ALL—UNIVERSITY RECORDS RETENTION SCHEDULE

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Function/Purpose</th>
<th>Location (*Official Copy)</th>
<th>Retention and Disposition Action</th>
<th>Disposition Authority No.</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| **Celebrations/Ceremonies/Events — Routine** | Records relating to the University’s involvement in routine celebrations/ceremonies/events (such as Health and Wellness Fair, Public Service Week, staff recognition, retirement ceremonies, etc.). Includes, but is not limited to:  
- Photographs, audio/visual recordings; etc.;  
- Websites, social media sites, etc.;  
- Planning and coordination records.  
Excludes records covered by:  
- Advertising and Promotion (DAN GS 05006);  
- Celebrations/Ceremonies/Events -- Significant (DAN GS 05009);  
- Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table). | Department*  
Department (reference copy) | **Retain until no longer needed for University business, then destroy.** | GS 05008 |  |
| **Celebrations/Ceremonies/Events — Significant** | Records relating to the University’s involvement in celebrations/ceremonies/events of particular significance to the University and/or the state of Washington (such as milestone anniversaries, openings/dedications of major buildings or monuments, inaugurations, noteworthy appointments, national/international recognition, state funerals, etc.). Includes, but is not limited to:  
- Programs, lists of VIPs in attendance, etc.;  
- Photographs, audio/visual recordings, transcripts of speeches;  
- Samples/designs of logos, commemorative items;  
- Websites, social media sites, etc.;  
- Planning and coordination records.  
Excludes records covered by:  
- Advertising and Promotion (DAN GS 05006);  
- Celebrations/Ceremonies/Events -- Significant (DAN GS 05009);  
- Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table). | Department*  
Department (reference copy) | **Retain until no longer needed for University business, then Transfer to Archives for appraisal and selective retention.** | GS 05009 | Archival (appraisal required) |
| **General Information — External** | Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for University business purposes. Includes, but is not limited to:  
- Catalogs, reports, multimedia presentations (e.g., videos, CDs);  
- Informational copies, notices, bulletins, newsletters, announcements; and  
- Unsolicited information (e.g., junk mail, spam, advertisements). | Department* | **Retain until no longer needed for University business, then destroy.** | GS 50004 |  |
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<tbody>
<tr>
<td>MEDIA RELEASES AND COVERAGE 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: • Press or news releases issued by the University to the media for distribution; • Audio/visual recordings/transcripts of press conferences, speeches, etc., by the University President or senior executives; • Copies of guest editorials written by the University President; • Copies of news clippings/media coverage of the University's activities (if compiled by the University). 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).</td>
<td>Department*</td>
<td>Retain for 2 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.</td>
<td>GS 05003 Rev. 1</td>
<td>Archival (appraisal required)</td>
</tr>
<tr>
<td>MINOR PARTICIPANT GUIDELINES AND EMERGENCY CARE AGREEMENTS 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.</td>
<td>Department*</td>
<td>Retain for 6 years after 18th birthday, then destroy.</td>
<td>09-07-62063 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>ONLINE CONTENT MANAGEMENT Records documenting the publishing/changing of the University’s online (internet and intranet) content. Includes, but is not limited to: • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). *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.</td>
<td>Department*</td>
<td>Retain for 1 year after online content removed, then destroy.</td>
<td>GS 15010 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>PARTICIPANT GUIDELINES AND EMERGENCY CARE AGREEMENTS (18 YEARS OR OVER) 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.</td>
<td>Department*</td>
<td>Retain for 6 years after termination of participation in activity, then destroy.</td>
<td>09-07-62062 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>PHOTOGRAPH/RECORDING RELEASE FILES 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.</td>
<td>Department*</td>
<td>Retain for 6 years after disposal of image or recording, then Transfer to Archives for appraisal and selective retention.</td>
<td>11-12-63650</td>
<td>Archival (appraisal required)</td>
</tr>
</tbody>
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<tr>
<td>PHOTOGRAPH/RECORDING RELEASE FILES FOR MINORS</td>
<td>Department*</td>
<td>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.</td>
<td>11-12-63651</td>
<td>Archival (appraisal required)</td>
</tr>
<tr>
<td>PUBLIC DISCLOSURE/RECORDS REQUESTS</td>
<td>Public Records Office*</td>
<td>Retain for 2 years after public records request fulfilled, then destroy</td>
<td>GS 05001 Rev. 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department (reference copy)</td>
<td>Retain until admin. purpose served, then destroy.</td>
<td></td>
<td>Secondary copy under GS 05001 Rev. 2</td>
</tr>
<tr>
<td>PUBLICATIONS–DEVELOPMENT</td>
<td>Department*</td>
<td>Retain until no longer needed for University business, then destroy.</td>
<td>GS 15009 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>STAKEHOLDER GROUP RELATIONS</td>
<td>Department* (reference copy)</td>
<td>Retain for 2 years after end of calendar year, then destroy.</td>
<td>GS 05010</td>
<td>Secondary copy under GS 05010</td>
</tr>
</tbody>
</table>

**Public Affairs and Public Disclosure Records**

- **PHOTOGRAPH/RECORDING RELEASE FILES FOR MINORS**: 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.
- **PUBLIC DISCLOSURE/RECORDS REQUESTS**: 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:
  - Internal and external correspondence relating to the request;
  - Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.);
  - Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.);
  - Records documenting administrative reviews relating to the request;
  - Public disclosure requests and appeals.
  Excludes: the
  - Records that are the subject of the public records request (which must be retained in accordance with the applicable records series);
  - Records covered by Provision of Advice, Assistance or Information (DAN GS 09022; see Admin-General Office Recs table).

- **PUBLICATIONS–DEVELOPMENT**: Records relating to the drafting, development, design and production of University-created publications. Includes, but is not limited to:
  - Job descriptions/specifications/design records
  - Sample job products/proofs/samples
  - Articles submitted for inclusion (including those not used);
  - Related correspondence/communications.
  Excludes final publication covered by State Publications (DAN GS 15008).

- **STAKEHOLDER GROUP RELATIONS**: Records relating to developing and maintaining cooperative working relationships with stakeholder groups (such as community groups, government agency associations/ taskforces/committees, professional associations, etc.) where not covered by a more specific records series. Includes, but is not limited to:
  - Copies of agendas/minutes/conference proceedings;
  - Newsletters/ notices of stakeholder groups' activities;
  - Nonfinancial records relating to corporate memberships with external organizations;
  - Related correspondence/communications.
  Excludes records:
  - Covered by Contact Information (DAN GS 50007; see Admin-Gen Office Recs table);
  - Documenting the payment of membership dues/fees covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table).
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<tbody>
<tr>
<td>STATE PUBLICATIONS</td>
<td>Department*</td>
<td>Retain until date of publication, then Transfer to Archives for permanent retention.</td>
<td>GS 15008 Rev. 2</td>
<td>Upon publication, transfer two copies of printed format publications and/or one copy of electronic publications to WA State Library Archival (Permanent retention)</td>
</tr>
<tr>
<td>STATE PUBLICATIONS -- TRANSFERS TO LIBRARY (UNIVERSITY COMPLIANCE RECORDS)</td>
<td>Department*</td>
<td>Retain for 6 years after end of calendar year, then destroy.</td>
<td>GS 15011</td>
<td></td>
</tr>
<tr>
<td>TRAINING -- ARRANGEMENTS</td>
<td>Department*</td>
<td>Retain until no longer needed for University business, then destroy.</td>
<td>GS 22001 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>TRAINING -- DEVELOPMENT</td>
<td>Department*</td>
<td>Retain until training no longer provided by the University, then destroy.</td>
<td>GS 22006</td>
<td></td>
</tr>
</tbody>
</table>

**STATE PUBLICATIONS**
State publications (as defined in RCW 40.06.010(4)), regardless of format, published by the University and intended for distribution to state government, the public, or the legislature.

- Annual reports and other reports, manuals, brochures
- Newsletters, magazines, journals, periodicals
- Audio/video films/presentations.

**NOTE:** The University is required to transfer copies of all publications to the Washington State Library in accordance with RCW 40.06.030.

**STATE PUBLICATIONS -- TRANSFERS TO LIBRARY**
Records relating to the transfer/deposit of state publications with the Washington State Library in accordance with chapter 40.06 RCW.

- Records documenting the deposit of University publications;
- Annual lists of University publications submitted to Washington State Library in accordance with RCW 40.06.030(2);
- Exemptions from deposit requirements received by the University from the State Librarian in accordance with RCW 40.06.030(3);
- Related correspondence/communications.

**TRAINING -- ARRANGEMENTS**
Records relating to the administrative arrangements of University-provided training courses, seminars and workshops. Includes, but is not limited to:
- Training date and place scheduling records;
- Training availability announcements and notices;
- Participant registration;
- Arrangement of catering, facilities and equipment.

Excludes records covered by:
- Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table);
- Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table);
- Travel (DAN GS 07001; see Travel Recs table).

**TRAINING -- DEVELOPMENT**
Records relating to the development of training courses, seminars, workshops, etc., such as research, materials development, etc.

Excludes records covered by:
- Training -- General (DAN GS 22007);
- Training -- Mandatory or Certification/Hours/Credit Provided (DAN GS 22008).
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<tr>
<td>TRAINING -- GENERAL</td>
<td>Department*</td>
<td>Retain for 3 years after training provided, then destroy.</td>
<td>GS 22007</td>
<td></td>
</tr>
<tr>
<td>Records documenting training courses, seminars, workshops, etc. provided by the University (including through contracted trainers) to University employees, contractors, customers/clients or the public where either: • Training is not required by federal, state or local statute and/or the employer; • Qualifications/credentials/licenses are not earned; • Continuing education hours/credits/points are not awarded. Includes, but is not limited to: • Copies of materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys. Note: Records documenting training received by employees are covered by Training Files – Employee (DAN GS 22003; see Payroll/Personnel Recs table).</td>
<td>Department*</td>
<td>Retain for 6 years after training provided, then destroy.</td>
<td>GS 22008</td>
<td></td>
</tr>
</tbody>
</table>

| TRAINING -- MANDATORY OR CERTIFICATION/HOURS/CREDIT PROVIDED                                       | Department*               | Retain for 6 years after training provided, then destroy.              | GS 22008                  |         |
| Records documenting training courses, seminars, workshops, etc. provided by the University (including through contracted trainers) to University employees, contractors, customers/clients or the public where either: • Training is required by federal, state or local statute and/or the employer; • Qualifications/credentials/licenses may be earned; • Continuing education hours/credits/points are awarded. Includes, but is not limited to: • Copies of materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys; • Certification/hours/credits/points awarded. Note: Records documenting training received by employees are covered by Training Files – Employee (DAN GS 22003; see Payroll/Personnel Recs table). | Department*               | Retain for 6 years after training provided, then destroy.              | GS 22008                  |         |