

**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

Records Management Files (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>CONVERSION/CONSERVATION -- ARCHIVAL RECORDS</b>                      Records documenting the process of converting the University's archival public records from one form to another where not captured in the metadata of the converted records. Also includes records documenting the repair and stabilization of damaged archival public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Migration of digital records (e.g., mapping schemas, testing reports);</li> <li>• Digitization of paper-based records (e.g., tests, inspection results);</li> <li>• Microfilming of digital and/or paper-based records (e.g., arrangement of originals, guide sheets);</li> <li>• Transfer of magnetic recordings;</li> <li>• Records documenting conservation (repair/stabilization) treatments performed on public records.</li> </ul> <p>Excludes source records are covered by Source Records—Imaged/Migrated (Archival) (DAN GS 11014).</p>	Department*	<p>Retain until converted/repared archival records are transferred to Archives, then                      Transfer process records to Archives for appraisal and selective retention.</p>	GS 11011 Rev. 2	Archival (appraisal required)
<p><b>CONVERSION/CONSERVATION -- NONARCHIVAL RECORDS</b>                      Records documenting the process of converting the University's nonarchival public records from one form to another where not captured in the metadata of the converted records. Also includes records documenting the repair and stabilization of damaged nonarchival public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Migration of digital records (mapping schemas, testing reports, etc.);</li> <li>• Digitization of paper-based records (tests, inspection results, etc.);</li> <li>• Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.);</li> <li>• Transfer of magnetic recordings;</li> <li>• Records documenting conservation (repair/stabilization) treatments performed on public records.</li> </ul> <p>Excludes source records covered by Source Records -- Imaged/Migrated (Nonarchival) (DAN GS 11012).</p>	Department*	<p>Retain until the converted/repared nonarchival records have been destroyed in accordance with a current approved records retention schedule, then destroy.</p>	GS 11013 Rev. 1	
<p><b>DESTRUCTION OF PUBLIC RECORDS</b>                      Records relating to the destruction of the University's public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Destruction logs</li> <li>• Affidavits</li> <li>• University authorizations</li> <li>• Certificates/Notices of destruction</li> </ul>	Department*	<p>Retain for life of the University, then destroy.</p>	GS 11005 Rev. 1	Essential
<p><b>FORMS—ACCOUNTABLE</b>                      Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets, and licenses.                      (Includes the WSU Receipt and the WSU Invoice.)                      Note: These records are retained for audit purposes.</p>	Department*	<p>Retain for 6 years after end of fiscal year in which form was created/printed, then destroy.</p>	GS 12004 Rev. 1	
<p><b>FORMS—DEVELOPMENT</b>                      Records relating to the design, creation, and revision of agency created forms. 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> </ul>	Department*	<p>Retain until no longer needed, then destroy.</p>	GS 12001 Rev. 1	

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<p><b>FORMS -- INVENTORY FILES</b> Inventories of stocks of forms on hand.</p>	Department*	Retain until superseded or obsolete, then destroy.	GS 12003	
<p><b>RECORDS CONTROL</b> Records relating to the physical and intellectual control of the University's records, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Essential records lists</li> <li>• Files classifications schemes/guidelines</li> <li>• Inventories</li> <li>• Records center transmittals/retrievals</li> <li>• Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as nonarchival.</li> </ul> <p>(For WSU purposes, series includes Schedules—Master Control.) Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Destruction of Public Records (DAN GS 11005);</li> <li>• Transfer of Legal Custody (DAN GS 11001).</li> </ul> <p>NOTE: Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as archival should be retained with the records and transferred to University Archives.</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 11009 Rev. 2	
<p><b>RETENTION AND DISPOSITION AUTHORIZATION</b> Records relating to the retention of the University's records in accordance with Chapter 40.14 RCW. Includes, but is not limited to internal working guides abstracted from approved records retention schedules; and University's copies of records retention schedules approved by the State Records Committee in accordance with Chapter 40.14 RCW, provided that the original is retained by the State Records Committee.</p>	<p>Procedures, Records, and Forms*</p> <p>Department (secondary copy)</p>	<p>Retain until no longer needed, then destroy.</p> <p>Retain until no longer needed, then destroy.</p>	<p>GS 11003 Rev. 1</p> <p>Secondary copy under GS 11003 Rev. 1</p>	
<p><b>SOURCE RECORDS -- IMAGED/MIGRATED (ARCHIVAL)</b> Archival source records which have been imaged or migrated, provided the converted records are retained in accordance with a current approved records retention schedule. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Paper records which are scanned/digitized in accordance with Requirements for the Destruction of Non-Archival Paper Records After Imaging;</li> <li>• Paper records which are microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm;</li> <li>• Digital records which are migrated to another digital format;</li> <li>• Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format.</li> </ul> <p>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</p>	Department*	Retain until verification of successful conversion, then Transfer to Archives for appraisal and selective retention.	GS 11014 Rev. 1	Archival (appraisal required)

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<p><b>SOURCE RECORDS -- IMAGED/MIGRATED (NONARCHIVAL)</b>            Nonarchival source records which have been imaged or migrated, provided the converted records are retained in accordance with a current approved records retention schedule. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Paper records which are scanned/digitized in accordance with Requirements for the Destruction of Non-Archival Paper Records After Imaging;</li> <li>• Paper records which are microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm;</li> <li>• Digital records which are migrated to another digital format;</li> <li>• Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format.</li> </ul> <p>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</p>	Department*	Retain until verification of successful conversion, then destroy.	GS 11012 Rev. 2	
<p><b>TRANSFER OF LEGAL CUSTODY</b>            Records relating to the transfer of the agency's legal custody of its public records under one of the following circumstances:</p> <ul style="list-style-type: none"> <li>• Transfer of Archival records to Washington State Archives.</li> <li>• Lawful transfer to another government entity (other state agency, local government agency, etc.).</li> </ul>	Department*	Retain for life of the University, then destroy.	GS 11001 Rev.1	Essential