

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Safety Records (Revised 09-21)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>ACCIDENT/ILLNESS PREVENTION PROGRAM Intended to reduce work hazards, promote well-being of personnel and lower industrial accidents. Note: This series includes, but is not limited to, Distancing and Disinfection Plans.</p>	<p>Environmental Health & Safety (EH&S)* Department (secondary copy)</p>	<p>Retain until superseded, then destroy. Retain until superseded, then destroy.</p>	<p>11-12-63617 Rev. 1 Secondary copy under 11-12-63617 Rev. 1</p>	
<p>ACCIDENTS – VEHICLES / VESSELS Records relating to accidents involving University vehicles or vessels and any subsequent inquiries/investigations. Includes, but is not limited to: Vehicle Accident Report Form (State Form 137), or University equivalent; and related correspondence/communications.</p>	<p>Department* Risk Mgmt. Svcs. (secondary copy)</p>	<p>Retain for 3 years after matter resolved, then destroy. Retain for 3 years after matter resolved, then destroy.</p>	<p>GS 16010 Rev. 1 Secondary copy Under GS 16010 Rev. 1</p>	
<p>AIR OPERATING PERMIT REPORTS AND DATA Provides a record of monthly, semi-annual, and annual reports for air emission sources, as required by the Washington Department of Ecology (DOE). (WAC 173-401, and RCW 70.94) <i>Length of retention for this records series is in accordance with WAC 173-401-615(2)(c).</i></p>	<p>Department that operates an air emission source permitted facility* EH&S</p>	<p>Retain for 5 years after date of report or date of measurement, then destroy. Retain for 5 years after date of report or date of measurement, then destroy.</p>	<p>00-07-59786 Rev. 1 Secondary copy under 00-07-59786 Rev. 1</p>	
<p>ANIMAL MEDICAL AND LABORATORY RECORDS FILES Provides a record of requested testing, treatment, and Washington Animal Disease Diagnostic Laboratory (WADDL) reports of sick, injured, or deceased animals. Includes Veterinary Medical Service Request, treatment sheets, clinical pathology reports, laboratory test results, WADDL laboratory worksheets, necropsy (post-mortem) information, bacteriology examinations, and fecal tests conducted by WADDL. NOTE: Does not include WADDL's daily logbook.</p>	<p>Office of the Campus Veterinarian* OR WADDL*</p>	<p>Retain for 7 years after end of calendar year, then destroy.</p>	<p>99-08-59215 Rev. 1</p>	
<p>BLOODBORNE PATHOGEN PROGRAM RECORDS Provides a record of bloodborne pathogen safety training. (29CFR1910.1030(h)(2)(ii))</p>	<p>EH&S* WSU Children's Center (secondary copy)</p>	<p>Retain for 3 years after date of training, then destroy. Retain for 3 years after date of training, then destroy.</p>	<p>00-08-59867 Secondary copy under 00-08-59867</p>	
<p>CHEMICAL COLLECTION REQUEST Provides a record of recycled or disposed of hazardous chemical wastes. <i>Note: Length of retention is in accordance with WAC 173-303-210.</i></p>	<p>EH&S* Department (secondary copy)</p>	<p>Retain for 5 years after end of calendar year, then destroy. Retain until admin. purpose served, then destroy.</p>	<p>11-12-63620 Rev. 1 Secondary copy under 11-12-63620 Rev. 1</p>	
<p>CHEMICAL EXPOSURE RECORDS Provides a record of the chemical identity and exposure levels, employee names, locations, and tasks. (WAC 296-802)</p>	<p>EH&S* Department</p>	<p>Retain for 70 years after end of calendar year, then destroy. Retain until admin. purpose served, then destroy.</p>	<p>10-12-62314 Secondary copy under 10-12-62314</p>	

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<p>CHEMICAL SPILL MANAGEMENT RECORDS Documents chemical spill management activity. Includes information about type and amounts of chemicals spilled, any applicable reporting to authorities, any illnesses or injuries as a result of the spill, respondent training, access to medical surveillance, and preventative measures taken. The area performing the spill control maintains records.</p> <p>NOTE: In case of employee exposure or potential exposure, the applicable records are transferred and retained under the records series Chemical Exposure Records (DAN 10-12-62314).</p>	<p>Department* OR EH&S* OR WSU Everett Facilities*</p>	<p>Retain for 30 years after activity, then destroy.</p>	<p>11-12-63619 Rev. 1</p>	<p>Essential</p>
<p>COMPOST AND SOLID WASTE HANDLING FACILITY RECORDS Permits issued by the Whitman County Department of Health to maintain compost and solid waste handling facilities and records of inspections of the University's compost and solid waste handling facilities. Requirement to retain records and length of retention is in accordance with WAC 173-350-220(6)(d).</p>	<p>Facilities Services* EH&S (reference copy)</p>	<p>Retain for 5 years after permit termination date or 5 years after end of calendar year of inspection, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>10-12-62325 Rev. 4</p> <p>Secondary copy under 10-12-62325 Rev. 4</p>	
<p>CONTROLLED SUBSTANCE CARD Provides a record of type, size of container, amounts and dates distributed. One card is maintained for each bottle of controlled substance held at the registered location. Card information is periodically copied into the Controlled Substance Logbook (DAN #99-08-59224).</p>	<p>Controlled substance registrant*</p>	<p>Retain for 2 years after bottle emptied, then destroy.</p>	<p>99-08-59225 Rev. 1</p>	
<p>CONTROLLED SUBSTANCE LOGBOOK Provides a record of addition and distribution of controlled substances. Includes what controlled substance is used for, who it was signed out to, running inventory, and a copy the of file card information kept on each bottle of drug on hand.</p>	<p>Controlled substance registrant*</p>	<p>Retain for 2 years after end of fiscal year in which book completed, then destroy.</p>	<p>99-08-59224 Rev. 1</p>	
<p>CONTROLLED SUBSTANCE PURCHASE AND TRACKING RECORDS Provides a record of the purchase and tracking of controlled substances used in animal care and research. Includes records of: controlled substance purchases for reporting the purchases to the Drug Enforcement Administration (DEA); annual inventory of controlled substances on hand in all Office of the Campus Veterinarian facilities; sales and distribution of controlled substances from the Office of the Campus Veterinarian to WSU animal care facilities (including type, strength, and volume of controlled substance, who delivered, and who received).</p>	<p>Controlled substance registrant*</p>	<p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>99-08-59219 Rev. 1</p>	
<p>DRINKING WATER CHLORINATION REPORTS Provides a record of chlorination levels in public water systems. Requirement to retain records and length of retention is in accordance with DOH rules, WAC 246-290-480(1)(g).</p>	<p>Facilities Services* EH&S (reference copy)</p>	<p>Retain for 3 years after end of calendar year then destroy</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-07-59788 Rev. 4</p> <p>Secondary copy Under 00-07-59788 Rev. 4</p>	

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<p>FOOD SERVICE ESTABLISHMENT PERMITS Authorizes WSU to operate food service establishments. Permits are issued by the Whitman County or local area health department. EH&S is authorized by the Whitman County Health Department to administer the food safety program in Whitman County. (WAC 246-215) (Also see Food Service Establishment Inspection Reports, DAN #00-07-59783.)</p>	<p>Department that operates a food establishment*</p> <p>EH&S (secondary copy)</p>	<p>Retain for 3 years after termination of permit, then destroy.</p> <p>Retain for 1 year after termination of permit, then destroy.</p>	<p>00-07-59784 Rev. 1</p> <p>Secondary copy under 00-07-59784 Rev. 1</p>	
<p>FOOD WORKER AUTHORIZATIONS Electronic database which provides University copy of authorizations from the Whitman County Health Department to University food service employees to handle food. The Whitman County Health Department issues a food worker card to each authorized employee. (WAC 246-217, WAC 170-295-3170)</p>	<p>EH&S*</p> <p>Dining Svcs.; WSU Children's Center (secondary copy)</p> <p>Employee (paper card)</p>	<p>Retain for 5 years after date of issue, then destroy.</p> <p>Retain until termination of employment or until superseded, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>10-12-62316 Rev. 1</p> <p>Secondary copy under 10-12-62316 Rev. 1</p> <p>Secondary copy under 10-12-62316 Rev. 1</p>	
<p>VAN DRIVER REQUIRED DOCUMENTATION Provides a record of driver and manager/supervisor acknowledgment of risks, responsibilities, and recommended safe driving practices for operating passenger vans. Includes: <ul style="list-style-type: none"> • DES Authorized Driver Acknowledgement Form • DES Safe Van Driving Practices Acknowledgement Stmt. • DES Valid License to Drive and Driving Experience Stmt. </p>	<p>Department*</p>	<p>Retain for 3 years after termination of WSU affiliation, then destroy.</p>	<p>11-12-63633 Rev. 1</p>	
<p>VAN DRIVER REQUIRED DOCUMENTATION—VAN DRIVERS WHO DRIVE MINORS Provides a record of driver and manager/supervisor acknowledgment of risks, responsibilities, and recommended safe driving practices for operating passenger vans for van drivers who drive minors (individuals under 18 years of age). Includes: <ul style="list-style-type: none"> • DES Authorized Driver Acknowledgement Form • DES Safe Van Driving Practices Acknowledgement Stmt. • DES Valid License to Drive and Driving Experience Stmt. </p>	<p>Department*</p>	<p>Retain for 21 years after termination of WSU affiliation, then destroy.</p>	<p>11-12-63634 Rev. 1</p>	
<p>GREENHOUSE GAS EMISSION DATA AND REPORTS FOR EPA Provides a record of greenhouse gas emission data and reports gathered by the University and submitted to the EPA. Requirement to retain records is in accordance with EPA regulations under 40 CFR Part 98 Subpart A. Length of retention is in accordance with EPA regulations, 40 CFR 98.3(g).</p>	<p>Department*</p> <p>EH&S (reference copy)</p>	<p>Retain for 3 years after end of calendar year then destroy</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-02-62418</p> <p>Secondary copy Under 11-02-62418</p>	
<p>HAZARD COMMUNICATION PROGRAM Provides a record of department written hazard communication programs and lists of hazardous chemicals present in the workplace. Program is updated as needed to reflect current chemical use.</p>	<p>Department*</p>	<p>Retain until superseded, then destroy.</p>	<p>11-12-63624</p>	<p>Essential</p>

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HAZARD NOTIFICATION (WSU 1247) Reports of safety hazards or unsafe practices.	Environmental Health & Safety* Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63625 Secondary copy under 11-12-63625	
HAZARDOUS MATERIALS SHIPPING PAPERS Provides a record of the shipment of dangerous goods that are not waste materials. Includes date of acceptance by the initial carrier or date on the shipment waybill, airbill, or bill of lading, shipping name, identification number, quantity transported, and date of shipment. May include Dangerous Goods Declarations. Records retention is in accordance with 49CFR172.201(e).	Department*	Retain for 2 years after date of shipment, then destroy.	11-12-63627	
INCIDENT REPORT (WSU 1131) Used to report injury, illness, or workplace incident involving WSU personnel or third parties (e.g., student, off- duty employee, visitor, volunteer).	Human Resource Services--Benefits* Environmental Health & Safety (secondary copy) Safety Committee (secondary copy)	Retain for 6 years after claim resolved, then destroy. Retain for 6 years after end of calendar year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63628 Secondary copy under 11-12-63628 Secondary copy under 11-12-63628	Essential
INDUSTRIAL ACCIDENT WITNESS STATEMENT Used by a witness to provide a written account of an accident involving WSU personnel.	Human Resource Services--Benefits* Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63631 Secondary copy under 11-12-63631	
LABORATORY AND CLINIC SAFETY PROGRAM RECORDS Provides a record of laboratory and clinic safety programs. Includes, but is not limited to, safety audits; logs regarding mechanical, chemical, and biological monitoring of equipment (e.g., autoclaves, refrigerators); training; and reports. (32CFR627.7(g))	Department* Department (reference copy)	Retain for 3 years after end of calendar year, then destroy. Retain until admin. purpose served, then destroy.	00-08-59871 Rev. 1 Secondary copy under 00-08-59871 Rev. 1	
MEDICAL SURVEILLANCE FILES Provides a record of the physical condition of certain university employees over time; provides health benchmarks and data regarding possible exposures.	Human Resource Services (bloodborne pathogen medical surveillance)* AND/OR Environmental Health and Safety (asbestos and lead medical surveillance)*	Retain for 70 years after end of calendar year, then destroy.	10-12-62323	Essential

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<p>NOTICE OF CONSTRUCTION PERMITS FOR NEW AIR EMISSION SOURCES Provides a record of permits required by Washington DOE in order to obtain an Air Operating Permit for construction and operation of new air emission sources. Requirement to retain records in this series is in accordance with WAC 173-400-110. Cutoff is in accordance with valid period of the permit, as per the Air Quality Notice of Construction (NOC) Permit section of the DOE and Washington State Governor's Office of Regulatory Assistance Environmental Permit Handbook.</p>	<p>Department that operates an air emission source permitted facility*</p> <p>EH&S (secondary copy)</p>	<p>Retain for 5 years after life of facility, then destroy.</p> <p>Retain for 5 years after life of facility, then destroy.</p>	<p>00-07-59787 Rev. 1</p> <p>Secondary copy under 00-07-59787 Rev. 1</p>	
<p>NUCLEAR REACTOR FACILITY RECORDS Provides records of the operation, maintenance, and monitoring of WSU's nuclear reactor facility. Primary documentation includes records of radiation surveys, radiation exposures, and radioactive releases, and nuclear facility drawings. Secondary copy documentation includes reactor operations logs, maintenance logs, abnormal occurrence logs, radioactive material transfers, and irradiation records. (Primary copies of nuclear facility drawings are held by Facilities Services.) NOTE: This records series does not include reactor fuel records (see DAN #89-02-43760, held by the Nuclear Radiation Center (office #2630)).</p>	<p>Nuclear Radiation Center* OR Facilities Services* (facility drawings)</p> <p>Nuclear Radiation Center (secondary copy documentation)</p>	<p>Retain for 10 years after facility ceases operation, then Transfer to Archives for appraisal and selective retention.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>16-06-68983</p> <p>Secondary copy under 16-06-68983</p>	<p>Archival (appraisal required)</p>
<p>ON-SITE- SEWAGE SYSTEM PERMITS Provides a record of permits issued by local health jurisdictions for on-site disposal of sewage. Records retention requirement in accordance with WAC 246-272A-0200 and WAC 246-272B-02700.</p>	<p>Facilities Services*</p> <p>EH&S (reference copy)</p>	<p>Retain for 3 years after life of system then destroy</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-07-59785 Rev. 3</p> <p>Secondary copy Under 00-07-59785 Rev. 3</p>	
<p>RADIATION SAFETY RECORDS Provides various records regarding the University departmental use of radioactive materials and machines. Includes, but is not limited to records of use applications, authorizations, assignments and protection; radioactivity exposure hazard acknowledgments, history, and monitoring; incidents and accidents; air, water, and solid waste documentation; equipment registrations and maintenance; and shipment and delivery records. Length of retention is in accordance with WAC 246-221-230(7).</p>	<p>Radiation Safety Office* OR Department*</p>	<p>Retain for 30 years after termination of WSU radioactive materials license, then destroy.</p>	<p>16-06-68984 Rev. 1</p>	
<p>REGISTERED PESTICIDE APPLICATION RECORDS Provides a record of the application of registered pesticides for registered uses by all licensed University applicators and all University personnel applying pesticides to more than one acre of agricultural land in a calendar year. Includes Washington State Department of Agriculture (WSDA) recordkeeping forms or departmentally-designed recordkeeping forms and WSDA approval letters. Length of retention is in accordance with WAC 16-228-1320(3).</p>	<p>Department*</p>	<p>Retain for 7 years after date of application, then destroy.</p>	<p>11-02-62360</p>	

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Procedures, Records, and Forms

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BUSINESS POLICIES AND PROCEDURES MANUAL

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RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>RESPIRATOR PROGRAM RECORDS Provides a record of authorization for respirator use based on any employee medical conditions requiring prior physician approval, workplace/hazard exposure information, respirator selection, respirator fit-testing, and employee training for respirator use. Includes Respirator Authorization/Respirator Fit-Testing & Training Record and copies of written responses by physician/licensed health care practitioners to Labor & Industries medical questionnaires. (WAC 296-842, WAC 296-802)</p>	<p>Campus Environmental Health & Safety*</p> <p>Department (secondary copy)</p>	<p>Retain for 70 years after end of calendar year, then destroy.</p> <p>Retain for 2 years after superseded, then destroy.</p>	<p>10-12-62324 Rev. 1</p> <p>Secondary copy under 10-12-62324 Rev. 1</p>	
<p>SAFETY AND FIRE INSPECTION CHECKLIST Used to conduct self-inspection of department/work area. NOTE: Any problems found are reported to the applicable supervisors and Environmental Health and Safety (EH&S) using Self-Inspection Worksheet or Hazard Notification forms.)</p>	<p>Department*</p>	<p>Retain until superseded, then destroy.</p>	<p>11-12-63636 Rev. 1</p>	
<p>SAFETY DATA SHEETS (SDS) OR ALLOWED SUBSTITUTE RECORDS Safety data sheets (SDS) or allowed substitute records identifying hazardous chemical(s) by the chemical and common name(s) and listing all ingredients that have been determined to be health hazards in accordance with WAC 296-901-14014. May include records of hazardous chemical use and analyses using exposure or medical records (WAC 296-802-20010 and WAC 296-802-20015).</p> <p>Note for WSU purposes: In case of employee exposure or potential exposure, the applicable SDS is transferred and retained under the records series Chemical Exposure Records (DAN 10-12-62314).</p>	<p>Department*</p>	<p>Retain for 30 years after superseded or 30 years after chemicals covered by record are no longer used, then destroy.</p>	<p>GS 09017 Rev. 1</p>	<p>Essential</p>
<p>SAFETY DRILLS/DISASTER RECOVERY EXERCISE Records relating to University fire/safety drills and disaster recovery exercises. NOTE: The department sends a copy of the documentation to the Office of Emergency Management (OEM).</p>	<p>Department*</p> <p>Office of Emergency Management (reference copy)</p>	<p>Retain for 6 years after date of drill or exercise, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 25002 Rev. 1</p> <p>Secondary copy under GS 25002 Rev. 1</p>	
<p>SAFETY ORIENTATION CHECKLIST (WSU 1249) Documents review of safety procedures.</p>	<p>Department*</p>	<p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63640</p>	
<p>SELF-INSPECTION WORKSHEET Documents findings and corrective actions resulting from self-inspection of the work area.</p>	<p>Environmental Health & Safety*</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63641</p> <p>Secondary copy under 11-12-63641</p>	<p>Archival (appraisal required)</p>

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<p>STATE AND HIGHER EDUCATION HAZARDOUS WASTE CONTRACTS Provides a record of contracts for hazardous waste disposal and/or treatment. This series includes contracts between WSU and environmental disposal companies for hazardous waste disposal; between the state of Washington and ETSC, Inc. (not an acronym), a hazardous waste disposal facility, for reactive waste treatment for state higher education facilities; and between the state of Washington and hazardous waste disposal companies or vendors for hazardous waste treatment for state facilities. (Retention period length requested per liability as discussed in 40CFR35.6015, 40CFR35.6705, 42USC103.9603 and 42USC103.9607.)</p>	<p>Environmental Health & Safety*</p> <p>Controller's Office (secondary copy)</p>	<p>Retain for 50 years after termination of contract, then destroy.</p> <p>Retain for 6 years after termination of contract, then destroy.</p>	<p>00-07-59776 Rev. 1</p> <p>Secondary copy under 00-07-59776 Rev. 1</p>	
<p>STATE WASTEWATER DISCHARGE PERMIT REPORTS Provides a record of Washington State Department of Ecology (Ecology)-required reports for disposal of wastewater. (WAC 173-216) Length of retention is in accordance with WAC 173-220-210(2)(c)).</p>	<p>Facilities Services*</p> <p>EH&S (reference copy)</p>	<p>Retain for 3 years after end of calendar year then destroy</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-07-59793 Rev. 1</p> <p>Secondary copy Under 00-07-59793 Rev. 1</p>	
<p>STERILIZATION EQUIPMENT LOGS Provides a record of sterilization equipment (e.g., autoclaves) monitoring to ensure no bacterial growth from the equipment. Log information may include, but is not limited to: • Chemical and biological indicator test results; • Sterilizer maintenance and wrapping; • Load numbering of packs. Length of retention is in accordance with WAC 246-145-030.</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 3 years after end of calendar year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>17-06-69108 Rev. 1</p> <p>Secondary copy under 17-06-69108 Rev. 1</p>	
<p>STORMWATER PERMIT FILES Department of Ecology monitoring data and permits to discharge stormwater associated with construction site and municipal activities. Includes Construction Stormwater Permits and Eastern Washington Phase II Municipal Stormwater Permits. Requirement to retain records is in accordance with DOE rules, WAC Chapter 173-226, and length of records retention as specified in WAC 173-226-090(2)(c).</p>	<p>Campus Facilities Services* (construction) OR EH&S* (municipal)</p>	<p>Retain for 5 years after end of calendar year, then destroy.</p>	<p>00-07-59794 Rev. 2</p>	
<p>SUPERVISOR'S ACCIDENT INVESTIGATION REPORT (WSU 1246) Records accident investigation by supervisor.</p>	<p>Environmental Health & Safety*</p> <p>Safety Committee; Department (secondary copies)</p>	<p>Retain for 5 years after end of calendar year, then destroy.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63643</p> <p>Secondary copy under 11-12-63643</p>	
<p>SWIMMING POOL RECORDS Includes the following records required under DOH rules in accordance with WAC 246-260: • Permits allowing the University to operate swimming pools (WAC 246-260-101(3)(a)) • Water quality data and samples; swimming pool sanitation inspections; and safety and water quality surveys performed by EH&S. Length of retention is in accordance with WAC 246-260-121(3)(a).</p>	<p>Department that operates a swimming pool*</p> <p>EH&S (secondary copy)</p>	<p>Retain for 3 years after end of calendar year or termination of permit, then destroy.</p> <p>Retain for 1 year after end of calendar year or termination of permit, then destroy.</p>	<p>00-07-59795 Rev. 2</p> <p>Secondary copy under 00-07-59795 Rev. 2</p>	

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Procedures, Records, and Forms

509-335-2005

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<p>WELLNESS PROGRAMS Records relating to supporting and promoting employee wellness. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Wellness campaigns and promotions, including flyers and participation information; • Classes, events and wellness activities; • Wellness incentives, prizes and awards. <p>Excludes records covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table).</p>	Department*	Retain for 2 years after end of calendar year, then destroy.	GS 03051	