ALL–UNIVERSITY RECORDS RETENTION SCHEDULE

Security Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
AUTHORIZATION -- BUILDING/FACILITY ACCESS Records documenting the authorization of access for employees (including contractors and volunteers) to University buildings and facilities. Includes, but is not limited to: . • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. Excludes records covered by Entry/Exit Logs -- Facilities (DAN GS 25007).	Department*	Retain for 6 years after termination of access, then destroy.	GS 25001 Rev. 1	Essential
EMERGENCY/DISASTER PREPAREDNESS -- CONTACT INFORMATION Personal contact information for employees, students, volunteers, etc., compiled to facilitate contact in the event of an emergency or disaster. Includes, but is not limited to: • Personal contact information (cell/home phone, email address, etc.); • Medical information (provider name, blood type, allergies, ADA requirements, etc.).	Department*	Retain until obsolete or superseded, then destroy.	GS 25004	Essential
EMERGENCY/DISASTER PREPAREDNESS -- MINOR/ROUTINE Records relating to the University's response to and recovery from minor/routine emergencies/disasters (such as leaking pipes, building flooding, snow closure, etc.) where the University manages the recovery with minimal assistance and/or disruption to normal University operations.	Department*	Retain for 6 years after matter resolved/recovery complete, then destroy.	GS 25005	
EMERGENCY/DISASTER PREPAREDNESS -- SIGNIFICANT Records relating to the University's response to and recovery from significant emergencies/disasters (such as volcanic eruptions, major fires/flooding, landslides, etc.) where the University deploys nonroutine procedures, mobilizes special resources, requires significant outside assistance and/or where normal University operations are suspended or significantly disrupted.	Department*	Retain for 6 years after matter resolved/ recovery complete, then Transfer to Archives for appraisal and selective retention.	GS 25006	Archival (appraisal required)
EMERGENCY/DISASTER PREPAREDNESS AND RECOVERY PLANS Records relating to disaster preparedness, response and recovery plans prepared for any aspect of the University's operations and assets. Includes, but is not limited to: • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. *Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).* For WSU purposes: The department sends a copy of the documentation to the campus police or security department OR the local police/fire department and the Emergency Management Office.	Department* Campus Police or Security OR Local Police/Fire Dept.; Emergency Management Office (secondary copies)	Retain for 3 years after obsolete or superseded, then destroy. Retain until superseded, then destroy.	GS 14010 Rev. 2 Secondary copy under GS 14010 Rev. 2	Essential

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Security Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
ENTRY/EXIT LOGS -- FACILITIES Records documenting the entry and exit of staff, contractors, volunteers and visitors to University facilities (including secure areas) where not covered by a more specific records series. Includes, but is not limited to: • Keycard transaction logs; • Secure area logs (such as safe logs); • Visitor books/logs. Excludes records covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008).	Department*	Retain for 6 years after end of fiscal year, then destroy.	GS 25007	
KEY ASSIGNMENT RECORD (WSU 1210) Provides a record of all keys assigned to an individual.	Department* Department (reference copy)	Retain for 1 year after termination of employment, then destroy. Retain until admin. purpose served, then destroy.	11-12-63615 Secondary copy under 11-12-63615	
KEY ROSTER (WSU 1264) Provides a record of all key holders assigned a specific key.	Department* Department (reference copy)	Retain for 1 year after key removed from service, then destroy. Retain until admin. purpose served, then destroy.	11-12-63616 Secondary copy under 11-12-63616	
SECURITY INCIDENTS AND DATA/PRIVACY BREACHES Records documenting security incidents, data/privacy breaches, responses and investigations relating to University facilities, vehicles, equipment, supplies, information, etc. Includes, but is not limited to: • Incident documentation (such as security recordings, alarm logs/reports, entry/exit logs, incident reports, witness statements, etc.); • Notification documentation; • Reports to law enforcement agencies, University management, regulating authority, etc.; • Records documenting services provided by outside vendors (such as notifications, credit monitoring, call center reports/logs/notes, etc.); • Records documenting corrective action taken; • Records documenting decision not to proceed with investigation/notification; • Related correspondence/communications.	Department*	Retain for 6 years after matter resolved, then destroy.	GS 25008	
SECURITY MONITORING -- NO INCIDENT Records relating to the routine security monitoring of the University's infrastructure, buildings, vehicles, equipment, etc., where an incident has not occurred. Includes, but is not limited to: • Alarm reports; • Audio/visual recordings (digital or analog); • Security patrol logs. Excludes records covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008). NOTE: As with all public records, security recordings must be retained until final resolution of the case if they are requested or used in litigation.	Department*	Retain for 30 days after date record created ***OR*** until determined that no security incident has occurred, *whichever is sooner*, then destroy.	GS 25003 Rev. 1	