

**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

Student Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>ACADEMIC CATALOG AND CLASS SCHEDULE</b> Provides a record of classes offered by the University for the specified time period. Includes a record of the schedules of classes at each WSU campus, listed by term. Published online, class information grouped by subject, and includes locations, times, instructor names, number of credits per class, and enrollment limit.</p>	<p>Registrar* OR Summer Session (summer session catalog)*</p> <p>Academic Department (reference copy)</p>	<p>Retain for 50 years after end of academic year or summer session, then Transfer to Archives for appraisal and selective retention.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>98-10-58845 Rev. 2</p> <p>Secondary copy under 98-10-58845 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p><b>ACADEMIC COUNSELING FILES</b> Files containing client intake sheets, notes from advising center counselors, assessment results, student reinstatement requests, records of advisor assignment, certification of major, enrollment status, and supporting documentation for reinstatement requests, as applicable.</p>	<p>Campus academic advising office*</p> <p>Department (reference copy)</p>	<p>Retain for 4 years after end of academic year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>07-12-61638 Rev. 3</p> <p>Secondary copy under 07-12-61638 Rev. 3</p>	
<p><b>ACTIVITY/CLUB/TRIP RECORDS</b> Provides a record of activity, club, and/or trip participant names, permanent addresses, phone numbers, and emergency contact information for classes, trips, sport clubs, intramural sports, and athletic summer camps. May include rosters, process and proceedings, and coach and/or chaperone assignments.</p>	<p>University Recreation* OR Athletics*</p>	<p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>98-06-58518 Rev. 3</p>	
<p><b>ADMISSION APPLICATION MATERIALS—NOT ENROLLED*</b> Provides a record of admission application and supporting documentation for students who do not enroll at WSU.  Paper originals may be destroyed after scanned and verified plus 1 yr.</p>	<p>Department*</p>	<p>Retain for 3 years after end of semester, then destroy.</p>	<p>02-09-60409</p>	
<p><b>CLASS EXAMINATIONS, PAPERS, ASSIGNMENTS, AGREEMENTS, CORRESPONDENCE</b> Provides a record of student examination, papers, projects, and other assignments completed by students in fulfillment of course or degree requirements. Includes, but is not limited to, agreements or contracts between students and professors for design and implementation of special projects, independent study, and/or research; hardcopy materials not retrieved by the students after they are graded; electronically-stored student materials retained by the instructor or department; class materials, online discussions and e-mail, generated by or maintained in the electronic learning management system.</p>	<p>Academic Department*</p>	<p>Retain for 1 year after end of term, then destroy.</p>	<p>11-12-63441 Rev. 1</p>	
<p><b>COLLEGE AND UNIVERSITY RESIDENCE QUESTIONNAIRE (UNDERGRADUATE STUDENTS)</b> Provides a record of students' requests and processing for state of Washington residency for purposes of obtaining in-state tuition.</p>	<p>Registrar (undergraduate)* OR Grad School (graduate)* AND Campus Student Affairs*</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p>	<p>98-05-58469 Rev. 2</p>	

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<p><b>COMPLAINT FILE</b> Provides a record of student-related complaints initiated by students, parents, faculty, public, etc., and directed to the campus office of student affairs or subsidiary. Includes the content of the complaint, referrals, and any resolution.</p>	<p>Campus Student Affairs*</p> <p>Multicultural Student Svcs. (secondary copy)</p>	<p>Retain for 3 years after complaint resolved, then destroy.</p> <p>Retain for 1 year after complaint resolved, then destroy.</p>	<p>92-10-51358 Rev. 1</p> <p>Secondary copy under 92-10-51358 Rev. 1</p>	
<p><b>CONTINUING EDUCATION</b> Records of each offering and program including budget, class roster, summary, and handouts. Includes record of certification of completion of continuing education credits by pharmacists as required by the American Council of Pharmacy Education.</p>	<p>Department*</p>	<p>Retain for 6 years after end of fiscal year then destroy.</p>	<p>91-04-47849 Rev. 1</p>	<p>Relocated from College of Nursing—Fin. &amp; Admin. Svcs. and expanded description.</p>
<p><b>COURSE HISTORY FILES</b> Provides a record of the content of approved academic courses. May include course descriptions, sample examinations, textbook lists, bibliographies, syllabi, class presentation material, etc.</p>	<p>Academic Department*</p>	<p>Retain until course discontinued, then Transfer to Archives for appraisal and selective retention.</p>	<p>11-12-63442</p>	<p>Archival (appraisal required)</p>
<p><b>CURRICULUM DEVELOPMENT FILE</b> Committee minutes, annual reports, faculty development reports, major and minor course changes, and related information.</p>	<p>Department*</p>	<p>Retain for 5 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.</p>	<p>11-12-63443</p>	<p>Archival (appraisal required)</p>
<p><b>DAILY ELIGIBILITY REPORTS</b> Provides a record of daily eligibility status for each current student-athlete. Used to inform various offices and individuals of the participation status of each student athlete.</p>	<p>Compliance Office (Athletics)*</p> <p>Registrar (reference copy)</p>	<p>Retain for 1 year after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>98-10-58849</p> <p>Secondary copy under 98-10-58849</p>	
<p><b>DISABLED STUDENT FOLDERS</b> A record of confidential test results that document disabilities requiring accommodation. Includes: letters/test results from physicians and other health providers, accommodation forms, recommendation memos for students by campus disability support services or campus student affairs, counseling notes, file face sheet of personal information.</p>	<p>Campus Disability Support Services* OR Campus Student Affairs*</p>	<p>Retain for 10 years after the last date the student was in contact with Disability Service office or 4 years after student's graduation date from WSU, then destroy.</p>	<p>95-09-55849 Rev. 3</p>	
<p><b>ELECTION RECORDS--ASSOCIATED STUDENTS OF WASHINGTON STATE UNIVERSITY</b> Provides a record of election processes and results of voting by WSU students for student government officers.</p>	<p>Campus Student Involvement* OR Campus Student Affairs*</p>	<p>Retain for 5 years after end of academic year, then destroy.</p>	<p>09-09-62112 Rev. 1</p>	
<p><b>ELECTRONIC PROSPECTIVE STUDENT DATA</b> Database provides a record of prospective student data for recruitment purposes <b>only</b>. Secondary copies of this series include records of interaction with community colleges for purposes of recruitment; departmental lists of prospective student information showing fields of interest, scholarships, and awards; and background information obtained from non-WSU sources for import into the prospective student database.</p>	<p>Campus Admissions Office*</p> <p>Department (reference copy)</p>	<p>Retain until admin purpose served, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>02-07-60395 Rev. 3</p> <p>Secondary copy under 02-07-60395 Rev. 3</p>	

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<p><b>EMERGENCY NOTIFICATION</b> Provides a record of notification to professors by memorandum when students will be missing class due to an emergency situation.</p>	<p>Campus Student Affairs* OR Dean of Students*</p>	<p>Retain for 1 year after end of fiscal year, then destroy.</p>	<p>00-07-59805</p>	
<p><b>EMPLOYEE TUITION WAIVER FILES</b> Provides a record of authorization for WSU employees, state employees, and senior citizens to take WSU classes during fall, spring, and summer semesters without paying tuition. Includes Tuition Fee Waiver Request (WSU 1082) and Summer Educational Benefit Request (WSU 1365) forms.</p>	<p>Registrar* OR Summer Session* OR Bursar's Office*</p>	<p>Retain for 4 years after end of fiscal year, then destroy.</p>	<p>00-08-59837 Rev. 2</p>	
<p><b>ENROLLMENT AND STATUS CHANGES</b> Provides a record of changes to enrollment and status information. Primary copies include documentation of University enrollment or withdrawal, documentation of payment of petition fees, and support for cancellations of enrollment without refund. Reference copies include records of student requests for class registration, course drop or add, and exceptions to the academic calendar based on extenuating circumstances; student petitions for course requirement waivers or substitutions; student permissions to provide student information to third parties; and permissions to audit courses. NOTE: This series does not include VA and GI Bill enrollment and enrollment certification (retained by the campus registrar/admissions offices under Veterans' Records [DAN #96-02-56464]).</p>	<p>Department*  Department (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.  Retain until admin. purpose served, then destroy</p>	<p>92-10-51357 Rev. 2  Secondary copy under 92-10-51357 Rev. 2</p>	
<p><b>FEE WAIVER FILE</b> Provides a record of allocated tuition fee waivers for undergraduates. Includes applications, approved allocations, statistical reports, and copies of Temporary Employment Applications.</p>	<p>Campus Multicultural Student Svcs.* OR Campus Student Affairs*</p>	<p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>92-09-51051 Rev. 1</p>	
<p><b>GRADE FILES</b> Provides a record of student's class performance for the purposes of evaluation and calculation of transcript grades. Includes, but is not limited to, grade books, instructor's grade data, electronic and paper records of midterm and final grades, changes submitted after grade books are completed, e.g., incomplete grades, supplemental grade changes, college petitions to change already-posted grades, course challenge forms, special exam forms, associated memoranda, instructor's grade data generated by or maintained in an electronic learning management system. Reference copy information includes authorizations from students to release grades to specified individuals.</p>	<p>Department*  Department (reference copy)</p>	<p>Retain for 5 years after end of fiscal year, then destroy.  Retain until admin. purpose served, then destroy</p>	<p>11-12-63444 Rev. 1  Secondary copy under 11-12-63444 Rev. 1</p>	

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HEALTH CLIENT FILES (AGE 18 AND OVER) Provides a record of University health care practitioner consultation and treatment of clients 18 years or older. University health care practitioners include, but are not limited to, physicians, mental health counselors, Psychology Clinic therapists, certified athletic trainers, personal trainers, speech/language pathologists, and audiologists. Records may include, but are not limited to, informed consent forms; HIPAA notice of privacy acknowledgement records; appointment and/or training schedules; test results; interview, consultation, and/or examination notes and assessments; treatment plans and reports; records received from other health care practitioners. (Retained in accordance with RCW 70.41.190, RCW 70.02.030, and WAC 246-320-166.)	Department*	Retain for 10 years after last activity, then destroy.	16-06-68982 Rev. 2	
HEALTH CLIENT FILES (UNDER AGE 18) Provides a record of University health care practitioner consultation and treatment of clients under age 18. University health care practitioners include, but are not limited to, physicians, mental health counselors, Psychology Clinic therapists, certified athletic trainers, personal trainers, speech/language pathologists, and audiologists. Records may include, but are not limited to, informed consent forms; HIPAA notice of privacy acknowledgement records; appointment and/or training schedules; test results; interview, consultation, and/or examination notes and assessments; treatment plans and reports; records received from other health care practitioners. (Retained in accordance with RCW 70.41.190, RCW 70.02.030, and WAC 246-320-166.)	Department*	Retain for 10 years after last activity  or  3 years after patient attains age 18, <i>whichever is longer</i> then destroy.	20-08-69553	
INTERNSHIP PROGRAM FILE Intern and sponsor data relating to selection and work of student interns.	Department*	Retain for 3 years after termination of project, then destroy.	75-08-13202 Rev. 2	
PROGRAM ADVISOR FILE--ASSOCIATED STUDENTS OF WSU Documents the activities of student organizations.	Campus Student Involvement* OR Campus Student Affairs*	Retain for 5 years after end of academic year, then destroy.	85-1-34896 Rev. 3	
REGISTERED STUDENT ORGANIZATION FILES Files containing approved constitutions, past officer cards, and yearly Organization Report forms.	Student Involvement* OR Ctr. for Frat. & Sorority Life*	Retain for 6 years after end of academic year, then destroy.	98-05-58484 Rev. 3	
SCHOLARSHIP PROGRAM ADMINISTRATION FILES Provides a record of a scholarship program administered by a University department. May include establishment of fund, correspondence, list of recipients, etc.	Department*	Retain for 6 years after termination of program, then  Transfer to Archives for appraisal and selective retention.	11-12-63451 Rev. 1	Archival (appraisal required)
SCHOLARSHIP TRANSACTION FILES Provides a record of transactions concerning WSU and non-WSU originating scholarship programs. May include acknowledgements of receipt of donations for specific scholarships, applications, applicant scores, selection process, recipient of each award, and authorization to transfer funds to recipient's student account.	Bursar's Office* OR Department*  Department (reference copy)	Retain for 6 years after end of fiscal year, then destroy.  Retain until admin. purpose served, then destroy.	79-11-23869 Rev. 2  Secondary copy under 79-11-23869 Rev. 2	

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SCHOLARSHIPS AWARDED BY DEPARTMENTS— RECIPIENT RECORDS Provides a record of recipients of departmentally administered scholarship funds. May include applications, departmental scholarship authorization forms, rating forms, award notifications, etc.	Department*  Scholarship Services (secondary copy)	Retain for 6 years after award, then destroy.  Retain for 5 years after award, then destroy.	11-12-63452  Secondary copy under 11-12-63452	
STUDENT ADMISSIONS AND REGISTRATION RECORDS—ENROLLED Provides a record of the student's admissions information and supporting documentation. Includes: transfer credits, University application, citizenship information, transcripts from other institutions, test scores, subpoenas for student records, Affidavit/Declaration/ Certification forms, Education Abroad transcript update memoranda and foreign credentials, updated transfer credit reports, changes in reported ethnic origin, correspondence, narrative responses, and promise notes. NOTE: Paper originals may be destroyed after scanned and verified plus 1 yr.	Admissions* AND/OR Registrar*  Department (reference copy)	Retain for 50 years after last activity, then destroy.  Retain until admin. purpose served, then destroy.	98-10-58846 Rev. 3  Secondary copy under 98-10-58846 Rev. 3	
STUDENT AND GRADUATE STUDENT ASSISTANT (GSA) MEDICAL INSURANCE ENROLLMENT RECORDS Record of who is enrolled in student and graduate student assistant medical insurance plans.	Health and Wellness Services* AND/OR Human Resource Services*	Retain for 3 years after end of plan year, then destroy.	02-09-60404 Rev. 1	
STUDENT ATHLETE ELIGIBILITY FILES Provides a record of academic, eligibility, and activity information for student-athletes. Includes academic and eligibility information, documentation of student-athletes' addition or removal from participation rosters, playing and practice schedules, and other documentation as required by the Pacific 12 Conference (PAC 12), the National Collegiate Athletics Association (NCAA), sport sponsorships, and other applicable rules and regulations.	Athletics* OR Registrar*  Athletics or Registrar (reference copies)	Retain for 10 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.  Retain until admin. purpose served, then destroy.	98-10-58862 Rev. 2  Secondary copy under 98-10-58862 Rev. 2	Archival (appraisal required)
STUDENT DATA WAREHOUSE Provides a record of demographic information about students, courses enrolled, and transcript data. Also includes enrollment statistics for each course offering.	Registrar*  Department (reference copy)	Retain for 45 years after end of academic year, then destroy.  Retain until admin. purpose served, then destroy.	11-12-63454  Secondary copy under 11-12-63454	
STUDENT DISCIPLINARY RECORDS Provides a record of student discipline cases, including cases involving Title IX violations. Includes, but is not limited to, filed complaints and grievances, police reports, hearing questions and notes, sanctions invoked, data on others involved, and final resolutions. NOTE: If the sanction invoked is expulsion of the student, the final decision letter is transferred to the series Student Disciplinary Records--Expulsion--Final Decision Letter (DAN 17-06-69109).	Campus Student Conduct* OR Campus Student Affairs*	Retain for 7 years after case resolved, then destroy.	92-10-51356 Rev. 2	
STUDENT DISCIPLINARY RECORDS--EXPULSION-- FINAL DECISION LETTERS Provides a record of the final decision letters for student discipline cases in which expulsion is the sanction invoked.	Campus Student Conduct* OR Campus Student Affairs*	Retain for 25 years after case resolved, then destroy.	17-06-69109	

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<b>STUDENT FINANCIAL AID RECORDS</b> Documents financial aid data for individual students. Includes income and work study information, computations, letters, assignments, evaluations, and records of allocation of tuition fee waivers. Retention length in accordance with RCW 40.14.060.	Campus Student Financial Svcs.* AND/OR Campus Student Affairs*	Retain for 6 academic years, then destroy.	99-03-59042 Rev. 2	
<b>STUDENT FOLDERS</b> Provides a reference record of each student's progress towards a degree. May include photographs, previous transcripts, application, final performance summary, resume, and exit questionnaire.	Department*	Retain for 1 year after student graduates, transfers, or quits, then destroy.	11-12-63455	
<b>STUDENT INFORMATION SYSTEM (SIS)—ENROLLMENT DATA</b> Automated system (database) used to provide transaction-based enrollment data including date and time stamp information on electronic adds, drops, course withdrawals, and related information.	Registrar* (digital media maintained by ITS)  ITS--UISS Group, Registrar (secondary copies in myWSU portal)  Department (reference copy)	Retain for 10 years after end of academic year, then destroy.  Retain for 3 terms after end of term, then destroy.  Retain until admin. purpose served, then destroy.	11-12-63448 Rev. 2  Secondary copy under 11-12-63448 Rev. 2  Secondary copy under 11-12-63448 Rev. 2	
<b>STUDENT INFORMATION SYSTEM (SIS)—STUDENT DATA</b> Automated system (database) used to provide demographic and summary academic information on each student, including visa type, residency status, major, class standing, grade point averages, credit totals, and academic standing.	Registrar* (digital media maintained by ITS)  ITS--UISS Group, Registrar (secondary copies in myWSU portal)	Retain for 60 years after individual graduates, transfers, or quits, then destroy.  Retain for 3 terms after end of term, then destroy.	11-12-63449 Rev. 2  Secondary copy under 11-12-63449 Rev. 2	
<b>STUDENT TRANSCRIPTS</b> A student's grade record towards a degree.	Registrar* (digital media)  State Archives (microfilm copies of transcripts from 1892-1992)	Retain permanently.  Retain permanently.	11-12-63458 Rev. 2  Secondary copy under 11-12-63458 Rev. 2	Essential
<b>SUMMER SESSION INFORMATION</b> Provides a record of summer activity fees for allocations for summer events, a listing of course assignments, course schedule and summer session salary calculations, and related correspondence.	Department*	Retain for 4 years after end of fiscal year, then destroy.	99-12-59548 Rev. 1	
<b>VETERANS' RECORDS</b> Provides a record of documents affecting veterans' status and applications for VA and GI Bill enrollment and enrollment certification. Includes letters and forms from Veterans Affairs, work-study documentation, and copies of military service records.	Campus Registrar's / Admissions Office*	Retain for 5 years after last activity, then destroy.	96-02-56474 Rev. 1	
<b>WRITING ASSESSMENT FILES</b> Provides a record of student writing skills. Used for assessment and class placement of undergraduates into first year and upper division writing courses. Includes writing examinations and portfolios, related billing and academic data, and summary databases. Provides research data for writing studies when authorized by the student.	Campus Writing Assessment/Writing Program Center*	Retain for 5 years after timed writing date or last activity, then destroy.	95-11-56151 Rev. 2	