

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Accounting/Fiscal Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>ADVANCE PAYMENTS LISTINGS List \$100 to \$500 advance payments from new students.</p>	<p>Bursar's Office*</p> <p>Admissions (reference copy)</p>	<p>Retain until replaced, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>79-11-23905 Rev. 3</p> <p>Secondary copy under 79-11-23905 Rev. 3</p>	
<p>ALLOTMENT MANAGEMENT AND BUDGET DEVELOPMENT Records relating to the development of University budget proposals and the management of allotments. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allotment submittals; • Budget proposals/decision packages; • Legislative notes; • Supporting/backup documentation; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Strategic plans developed in accordance with RCW 43.88.090 and covered by Strategic Plans – Final (Unpublished) (DAN GS 10001; see Admin-Exec Lvl Recs). 	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after end of biennium, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 01040 Rev. 1</p> <p>Secondary copy under GS 01040 Rev. 1</p>	Essential
<p>AUDIT REPORTS Report on financial status of Compton Union Building and the Associated Students of Washington State University. (WSU Auxiliary Services and external auditors conduct audits.) Excludes records covered by:</p> <ul style="list-style-type: none"> • External Audits/Reviews of the University--Final Reports (DAN GS 04006), and • External Audits/Reviews of the University--Interactions (DAN GS 04009). 	<p>Compton Union Administration* OR VP--Student Affairs*</p>	<p>Retain for 5 years after end of fiscal year, then destroy.</p>	<p>85-1-34887 Rev. 2</p>	
<p>AUTHORIZATIONS FOR DIRECT DEPOSIT OF FUNDS Original authorization and/or change request authorizing the University to deposit funds into an individual's bank account. Includes the Authorization for Direct Deposit of Excess Financial Aid Funds and the Travel / Accounts Payable Reimbursement Direct Deposit Authorization.</p>	<p>University Receivables* OR Travel Services* OR Accounts Payable*</p>	<p>Retain for 6 years after superseded or last activity, then destroy.</p>	<p>11-12-63464 Rev. 1</p>	
<p>BANKING--ACCOUNTS AND TRANSACTIONS Records relating to the agency's banking activities and documenting its banking transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.). • Statements (bank, dividend, investment, etc.) and reconciliations. • Records documenting the status of and adjustments to accounts. • Checks and warrants issued by the agency (if returned by bank). • Checks returned by the bank due to nonsufficient funds (NSF). <p>Excludes deposited items covered by GS 01068 (Banking--Deposited Items). Excludes master depository contracts covered by GS 01050 (Contracts and Agreements).</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 01013 Rev. 1</p> <p>Secondary copy under GS 01013</p>	

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Accounting/Fiscal Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
BANKING--DEPOSITED ITEMS Negotiable instruments received by the University and deposited to the bank in a different format. Includes, but is not limited to: • Original paper checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; • Images of checks/warrants created in lieu of depositing the original item (such as Imaged Cash Letter (ICL)). Excludes checks returned to University (due to insufficient funds) covered by Banking--Accounts and Transactions (DAN GS 01013) .	Department*	Retain for 14 days after date of deposit, then destroy.	GS 01068	
BUDGET STATEMENT Used to communicate financial status of University accounts.	General Accounting* (microfiche) Department (reference copy)	Retain for 6 years after end of fiscal year, then destroy. Retain until admin. purpose served, then destroy.	11-12-63471 Secondary copy under 11-12-63471	
CASH ADVANCE REQUEST (WSU 1060) Used to document a cash advance for work on grants or contracts.	Controller* Department (reference copy)	Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63473 Secondary copy under 11-12-63473	
CODE BOOK Provides a listing of all University account coding. (Retained in computer-generated microfiche.)	Bus Svcs/ Controller* Bus Svcs-- General Accounting (reference copy)	Retain for 6 years after superseded, then destroy. Retain until admin. purpose served, then destroy.	16-06-68987 Secondary copy under 16-06-68987	Microfiche
CONSOLIDATED ENDOWMENT FUND QUARTERLY FINANCIAL REPORTS Report financial condition of consolidated endowment fund.	Budget Office* Univ. Adv.--WSU Foundation; Vice Pres. for Finance & Administration (reference copies)	Retain for 6 years after end of fiscal year, then destroy. Retain until admin. purpose served, then destroy.	75-2-9214 Rev. 2 Secondary copy under 75-2-9214 Rev. 2	

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Accounting/Fiscal Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>CONTRACTS AND AGREEMENTS Instruments signed by the University and one or more parties that set out terms and conditions to which the signing parties agree or submit. Also includes records relating to negotiations, amendments and contract monitoring. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Interagency, intra-agency, and intergovernmental agreements • Lease, escrow, and rental agreements • Lending agreements (facility, equipment, vehicle) • Liability waivers (hold harmless, insurance, etc.) • Loan Agreements (long-term debt, etc.) • Master depository contract (banking) • Personal service, client service, purchasing agreements • Purchase and sales agreements (non-capital asset purchases only) • Vendor bonds • Warranties <p>For WSU purposes, may also include visiting scholar files and copyright agreements. Excludes:</p> <ul style="list-style-type: none"> • Bond project loan agreements covered by Tax-Exempt Bonds (DAN GS 01069); • Public records transfer agreements with State Archives covered by Transfer of Legal Custody (DAN GS 11001; see Records Mgmt Files table). 	Department*	Retain for 6 years after termination or expiration of instrument, then destroy.	GS 01050 Rev. 2	Essential
<p>CONTRACTUAL DELEGATION FILE Copies of the letters of delegation of the Board of Regents' contractual authority to WSU employees. Used by auditors, vendors, lawyers, and the general public.</p>	<p>VP for Finance & Admin*</p> <p>Asst. Atty. General's Office—WSU; Human Res. Svcs.; Employee (reference copies)</p>	<p>Retain for 6 years after superseded, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>86-12-38992 Rev. 4</p> <p>Secondary copy under 86-12-38992 Rev. 4</p>	
<p>CORRECTIVE ACTIONS -- AUDITS Records relating to the actions taken by the University to address issues/findings raised in internal and external audits/reviews. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Corrective action plans; • Certificates of completion; • Reporting of corrective action, plans, progress on corrective actions and certificates of completion to the Office of Financial Management in accordance with State Administrative and Accounting Manual (SAAM) Section 55.10; • Related correspondence/communications. <p>Excludes records covered by Corrective Actions -- Audits (Development of Plans) (DAN GS 04008)</p>	<p>Internal Audit* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after matter resolved, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 04007</p> <p>Secondary copy under GS 04007</p>	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Accounting/Fiscal Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>CORRECTIVE ACTIONS -- AUDITS (DEVELOPMENT OF PLANS) Records relating to the development of corrective action plans to address issues/findings raised in internal and external audits/reviews. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drafts of corrective action plans; • Working notes; • Related correspondence/communications. <p>For WSU purposes, this series excludes records covered by Advisories (DAN 04-06-60695; held by Internal Audit (office #6810).)</p>	<p>Internal Audit* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain until completion and acceptance of final plan, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 04008</p> <p>Secondary copy under GS 04008</p>	
<p>DONATION AND FUNDRAISING DEVELOPMENT FILES Provides a record of donation and fundraising development activities. May include donor and/or potential donor names and contact information, records of donation activity, refunds of donations, and other information regarding donors and potential donors.</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>91-04-47854 Rev. 1</p> <p>Secondary copy under 91-04-47854 Rev. 1</p>	<p>Archival (appraisal required)</p>
<p>EMERGENCY AND SHORT-TERM LOANS TO STUDENTS Provides a record of emergency loans made to students. Includes promissory notes, copies of deposits, payment records. Includes records for McEachern Fund, Robinson Fund, and other short-term and emergency loan funds.</p>	<p>Campus student affairs* OR Dean of Students*</p>	<p>Retain for 6 years after final payment, then destroy.</p>	<p>07-08-61556 Rev. 1</p>	
<p>EXPENDITURE TRANSFER REQUEST (WSU 1048) Used by budget administrator and Principal Investigator to transfer identifiable direct charges between funding sources.</p>	<p>Controller*</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63483</p> <p>Secondary copy under 11-12-63483</p>	
<p>EXTERNAL AUDITS/REVIEWS OF THE UNIVERSITY -- FINAL REPORTS Records relating to the final outcome of audits conducted by either the State Auditor's Office or other external organizations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final reports of audits and examinations; • Management letters; • Exit items; and • Other documentation provided at the final exit conference. <p>Excludes records covered by Grants Received by State Agencies (DAN GS 23004; see All-Univ Recs Rtn Schedule -- Research and Sponsored Project Recs table).</p>	<p>Internal Audit*</p> <p>President's Office (reference copy)</p>	<p>Retain for 6 years after audit report date, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 04006 Rev. 1</p> <p>Secondary copy under GS 04006 Rev. 1</p>	

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<p>EXTERNAL AUDITS/REVIEWS OF THE UNIVERSITY -- INTERACTIONS Records relating to the University's interactions with the external agency/organization conducting the audit/review of the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for information; • Entrance documents; • Status reports; • Related correspondence/communications. <p>Excludes records covered by External Audits/Reviews of the University -- Final Reports (DAN GS 04006).</p>	<p>Internal Audit* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain until conclusion of audit, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 04009</p> <p>Secondary copy under GS 04009</p>	
<p>FINANCIAL AID SYSTEM FILES Provides a record of all student financial aid information, including awards (e.g., Pell grants) and information used in determining and tracking financial aid grants, e.g., work study, housing, income. Includes the Financial Aid Forms Needs Analysis (FAFNAR) database. Files are accessed and maintained as Administrative Information System (AIS) databases.</p>	<p>Office of Student Financial Aid*</p> <p>Bursar's Office (reference copy listing of unapplied aid)</p>	<p>Retain for 4 years after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>99-03-59039 Rev. 1</p> <p>Secondary copy under 99-03-59039 Rev. 1</p>	
<p>FINANCIAL DISPUTES AND COLLECTIONS Records relating to the University's financial disputes and attempts to collect funds where litigation has not commenced. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accounts receivable and payable; • Checks/warrants returned due to non-sufficient funds (NSF); • Correspondence, notices, invoices/statements, account closure; • Damage and loss claims (purchasing); • Warrant claims/refunds; • Settlement documentation. <p>Excludes records covered by Litigation Case Files -- Routine (DAN GS 18004; see All-Univ Recs Rtn Sched--Legal Files table).</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after matter resolved, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 01003 Rev. 1</p> <p>Secondary copy under GS 01003 Rev. 1</p>	

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<p>GIFT TRANSMITTAL AND ACKNOWLEDGMENT REFERENCE FILES Provides reference copies regarding the nature of gifts and their donor(s) routed from WSU units to WSU Foundation—Gift Accounting. May include reference copies of monetary and noncash gift transmittal and acknowledgment forms, golf tournament and auction monetary and noncash gift transmittal forms, and courier service process documentation. Copy of gift transmittal form is submitted to Controller when an in-kind gift.</p>	<p>Department; Controller (secondary copies)</p>	<p>Retain for 30 days after submitted to WSU Foundation</p>	<p>GS 50005 Rev. 1</p>	
<p>INTERNAL AUDITS/CONSULTATIONS -- FINAL REPORTS AND AUDIT WORKING PAPERS Final reports, audit working papers and other supporting documentation relating to the planning, methodology, conduct and conclusions of internal audits/consultations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Planning procedures and communications (such as engagement letters, memoranda of understanding, etc.); • Internal control reviews; • Substantive tests and criteria used; • Audit strategies and procedures performed; • Audit evidence; • Conclusions reached; • Final reports. 	<p>Internal Auditor* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after conclusion of audit/consultation, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 04001 Rev. 1</p> <p>Secondary copy under GS 04001 Rev. 1</p>	
<p>INVESTMENT WORKING FILES Provides a record of investment transactions.</p>	<p>Budget Office*</p> <p>Vice President for Finance and Administration (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>83-5-31923</p> <p>Secondary copy under 83-5-31923</p>	
<p>LETTER OF CREDIT FILES Provides a record of authorization and support to draw funds (letters of credit). May include instructions for drawing funds, requests for funds submitted, worksheets summarizing transactions, and quarterly reports.</p>	<p>Bus Svcs—Gen Acctg/Rev* OR Bus Svcs—Spons Prog Svcs*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>74-10-7042 Rev. 2</p> <p>Secondary copy under 74-10-7042 Rev. 2</p>	
<p>PETTY CASH RECORDS DOCUMENTATION Records activity of revolving imprest accounts used to make miscellaneous or emergency purchases.</p>	<p>Controller*</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63501</p> <p>Secondary copy under 11-12-63501</p>	
<p>PLANNING BUDGET LEVEL RECORDS Provides a record of financial areas' budget levels for the coming fiscal year. Includes journal vouchers, consideration sheets.</p>	<p>Budget Office*</p> <p>Financial Areas (reference copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>92-09-51052 Rev. 1</p> <p>Secondary copy under 92-09-51052 Rev. 1</p>	

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RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>REQUEST TO SERVE FOOD AT MEETINGS AND TRAINING SESSIONS Authorizes the use of University monies for the purchase of meals, coffee and light refreshments at meetings and formal training sessions that are official University business.</p>	<p>Controller*</p> <p>Department (secondary copy)</p>	<p>Retain for 2 years after end of fiscal year, then destroy.</p> <p>Retain for 1 year after end of fiscal year, then destroy.</p>	<p>11-12-63509</p> <p>Secondary copy under 11-12-63509</p>	
<p>RISK ASSESSMENT DOCUMENTATION Provides a record of identification, review, and management of risks that potentially affect area and University assets and resources. This documentation includes checklists from departments and supporting spreadsheets, calculations, and/or documentation. Department and area records provide the data for the checklists submitted to Business Services--General Accounting.</p>	<p>Area Administrator* AND/OR Bus Svcs--Gen Acctg*</p>	<p>Retain for 3 years after end of fiscal year, then destroy.</p>	<p>11-12-63513</p>	
<p>SPECIAL COURSE FEE REQUEST (WSU 1224) Used to request establishment of special course fees to pay for goods and services not provided by state appropriated funds or general student fees.</p>	<p>University Receivables*</p> <p>Department (secondary copy)</p>	<p>Retain for 2 years after fee termination, then destroy.</p> <p>Retain for 2 years after fee termination, then destroy.</p>	<p>11-12-63517</p> <p>Secondary copy under 11-12-63517</p>	
<p>STATE AUDITOR'S OFFICE WHISTLEBLOWER INVESTIGATIVE REPORTS, UNIVERSITY COPY University copies of State Auditor's Office reports of allegations of fraud or violations of state laws or regulations as a result of a Whistleblower complaint filed under chapter 42.40 RCW.</p> <p>NOTE: State Auditor's Office retains primary record copy.</p>	<p>Internal Audit*</p> <p>President's Office (reference copy)</p>	<p>Retain for 3 years after audit report date, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 04004</p> <p>Secondary copy under GS 04004</p>	
<p>TAX REPORTING/RETURNS -- INTERNAL REVENUE SERVICE (IRS) Records relating to the reporting of vendor payments to the Internal Revenue Service (IRS) (such as forms 1098, 1099, 5498, W-2G, etc.).</p> <p>Excludes IRS Form W-9 covered by Vendor Payment Information (DAN GS 01066; held by Business Services--Accounts Payable).</p>	<p>Payroll Services*</p> <p>Department (reference copy)</p>	<p>Retain for 4 years after date of document, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 01019 Rev. 1</p> <p>Secondary copy under GS 01019 Rev. 1</p>	
<p>TAX REPORTING/RETURNS -- STATE AND LOCAL TAXES Returns and reports submitted for taxes paid to state and/or local government agencies (such as excise tax, etc.).</p> <p>Excludes Department of Revenue's records related to the collection of taxes.</p> <p>Note: Reference RCW 82.32.070 and Department of Revenue Advisory No. 3131.2009.</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 5 years after filing, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 01071</p> <p>Secondary copy under GS 01071</p>	

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RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>TAX-EXEMPT BONDS Records documenting all resources received and expended by the University for bond-funded projects. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documents supporting purchase/acquisition/construction price and disposition/sales price; • Cancelled (voided) checks and credit card slips, project cost record, etc. (if capital asset constructed by University); • Project cost/expenditure tracking record (staff time, etc.); • Registers (numerical listing of checks/warrants, etc.); • Trust indenture, loan agreements, bond counsel opinions, etc.; • Transcripts of bond issuance documents. 	<p style="text-align: center;">Department*</p> <p style="text-align: center;">Department (reference copy)</p>	<p style="text-align: center;">Retain for 6 years after final bond payment, then destroy.</p> <p style="text-align: center;">Retain until admin. purpose served, then destroy.</p>	<p style="text-align: center;">GS 01069</p> <p style="text-align: center;">Secondary copy under GS 01069</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—Executive Level Records (Dean and above) (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
ACCREDITATION RECORDS Documents the accreditation process (arrangements, self-study and site visit) and includes detail and final accreditation report.	Department* AND/OR Office of the Provost*	Retain for 10 years after next accreditation, then Transfer to Archives for appraisal and selective retention.	00-03-59624	Archival (appraisal required)
BALLOTS Official ballots for Faculty Senate members, officers, and committee members. Note: The Faculty Senate office (office #3310) holds primary copies of ballots for Senate officers and committee members. The applicable college dean's offices hold primary copies of ballots related to college-level representation to the Faculty Senate.	Faculty Senate* AND/OR College Dean's Office* Faculty Senate (reference copy of college-level election participation levels and results)	Retain for 2 years after end of academic year, then destroy. Retain until no longer needed for University business, then destroy.	85-09-36077 Rev. 1 Reference copy under 85-09-36077 Rev. 1	
CALENDARS -- ELECTED OFFICIALS AND UNIVERSITY HEADS Records documenting the day-to-day meetings and other official appointments of elected officials and University heads (dean and above). Includes, but is not limited to: <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. Excludes records covered by: <ul style="list-style-type: none"> • Organizing/Monitoring Work in Progress (DAN GS 50011; see Admin-General Office Recs table); • Scheduling -- Appointments/Meetings (DAN GS 50014; see Admin-General Office Recs table). 	Executive Department*	Retain for 4 years after end of calendar year, then Transfer to Archives for permanent retention.	GS 10008 Rev. 1	Archival (permanent retention)
EXECUTIVE ETHICS BOARD INVESTIGATION REPORTS, UNIVERSITY COPY University copies of Executive Ethics Board (EEB) reports of allegations of ethics violations as a result of complaints filed with the EEB under chapter 42.52 RCW.	Internal Audit* President's Office; Executive Ethics Board (reference copies)	Retain for 3 years after date of report, then destroy. Retain until admin. purpose served, then destroy.	04-06-60693 Rev. 1 Secondary copy under 04-06-60693 Rev. 1	

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Administrative—Executive Level Records (Dean and above) (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
STRATEGIC PLANS -- DEVELOPMENT Records relating to the development of the University's strategic plans.	Executive Department* Department (reference copy)	Retain until no longer needed for University business, then destroy. Retain until admin. purpose served, then destroy.	GS 09027 Secondary copy under GS 09027	
STRATEGIC PLANS -- FINAL (UNPUBLISHED) Final version of University-wide strategic, long-term plans used to align the University's organizational and budget structure with its priorities, missions and objectives developed in accordance with RCW 43.88.090 and not published. Excludes published strategic plans covered by State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table).	Department* Department (secondary copy)	Retain until no longer needed for University business, then Transfer to Archives for permanent retention. Retain until admin. purpose served, then destroy.	GS 10001 Rev. 1 Secondary copy under GS 10001 Rev. 1	Archival (permanent retention) Essential
STUDIES (MAJOR) -- FINAL REPORTS (UNPUBLISHED) Unpublished final reports of major studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses University-wide operations or issues, affects the most important or most critical University functions, or addresses areas of public visibility or concern. Excludes: • Published final reports covered by State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table); • Records covered by Studies (Major) -- Working Papers/ Development (DAN GS 09030).	Executive Department*	Retain for 6 years after conclusion of study, then Transfer to Archives for appraisal and selective retention.	GS 10016	Archival (appraisal required)
STUDIES (MAJOR) -- WORKING PAPERS/ DEVELOPMENT Records relating to the conducting of major studies initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses University-wide operations or issues, affects the most important or most critical University functions or addresses areas of public visibility or concern. Excludes: • Published final reports covered by State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table); • Records covered by Studies (Major) -- Final Reports (Unpublished) (DAN GS 10016).	Executive Department*	Retain for 6 years after conclusion of study, then destroy.	GS 09030	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>ADVISORY BODY RECORDS Records documenting the actions, meetings and membership of boards, commissions, committees, councils, task forces, etc., that are created to act strictly in an advisory capacity to the University and have no final decision-making powers. Also includes interagency/national/external advisory bodies for which the University acts as secretary/keeper of the official records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Reports/correspondence/communications sent/received on behalf of the body; • Appointment, reappointment and termination correspondence/communications; • Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Governing/Executive/Policy-Setting Body Records (DAN GS 10004; see Admin-Exec Lvl Recs table); • Meeting Arrangements (DAN GS 09024); • Meeting Materials -- Members' Copies/Notes (DAN GS 09026); • Meetings -- Staff and Internal Committees (DAN GS 09009). 	Department*	Retain for 6 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	GS 10015	Archival (appraisal required)
<p>AWARD FILES Provides a record of application and related materials for national, regional, and statewide awards processed by the University. Includes, but is not limited to: awards processed by the Office of the Provost and Executive Vice President (e.g., Faculty Excellence, Carnegie (CASE) Professor of the Year, Burlington Northern, Bryn Mawr Awards); awards processed by WSU Extension.</p>	Department*	Retain for 2 years after award, then Transfer to Archives for appraisal and selective retention.	16-06-68981	Archival (appraisal required)
<p>BRAINSTORMING AND COLLABORATING Records generated as part of the brainstorming/collaboration process. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notes written on whiteboards, flipcharts, large/oversize paper sheets, etc.; • Post-it notes. <p>Excludes records covered by Drafting and Editing (DAN GS 50008).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50006	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>BUSINESS/WORK PLANS Records relating to plans for the management of the University's business divisions/units, projects, assets, workforce, etc., including timelines, performance measures and areas of responsibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final plan; • Records relating to the development of the plan. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Disaster Preparedness/Emergency and Recovery Plans (DAN GS 14010; see Security Recs table); • Organizing/Monitoring Work in Progress (DAN GS 50011); • Strategic Plans – Final (Unpublished) (DAN GS 10001; see Admin-Exec Lvl Recs table); • Strategic Plans – Development (DAN GS 09027; see Admin-Exec Lvl Recs table). 	Department*	Retain for 2 years after completion/expiration of plan, then destroy.	GS 09008 Rev. 1	
<p>CALENDARS -- EMPLOYEES (OTHER THAN ELECTED OFFICIALS AND UNIVERSITY HEADS) Records documenting the day-by-day meetings and other work-related appointments of University employees other than elected officials and University heads. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Calendars -- Elected Officials and University Heads (DAN GS 10008; see Admin-Exec Lvl Recs table); • Organizing/Monitoring Work in Progress (DAN GS 50011); • Scheduling -- Appointments/Meetings (DAN GS 50014). 	Department*	Retain for 1 year after end of calendar year, then destroy.	GS 09023 Rev. 1	
<p>CHARITY FUNDRAISING (COMBINED FUND DRIVE) Records relating to the University's coordination, participation, and support of fundraising campaigns and promoting employee payroll deductions for charities. Note for WSU purposes: This series applies to Combined Fund Drive fundraising campaigns only. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Decision process for selecting charity campaigns to support; • Communication between the University and charities; • Dissemination of charity information; • Arrangements and promotion of campaign events. <p>Excludes:</p> <ul style="list-style-type: none"> • Authorization of payroll deductions covered by Accumulated Calendar Year to Date Expense Microfiche (DAN 16- 06-68985) and Earnings Statement Microfiche (DAN 16-06-68988), both held by Payroll Svcs. (office #2710). 	Charity Fund Drive Campaign Coordinator*	Retain for 6 years after end of fiscal year, then destroy.	GS 09021 Rev. 2	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>CLIENT/CUSTOMER FEEDBACK AND COMPLAINTS Records relating to the capturing and receiving of feedback/information/data (including complaints) from the University's clients/customers concerning policies, procedures, business practices, customer service, etc., where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Thank-you messages, kudos, etc.; • Client/customer satisfaction surveys (including the design and distribution of such surveys); • Internal and external correspondence/communications relating to complaints, their investigation and resolution. <p>Excludes records covered by Whistleblower Investigations (DAN GS 04004; see Accounting/Fiscal Recs table).</p> <p>For WSU purposes, this records series also excludes records covered by Complaints and Grievances -- Exonerated (DAN 03006) and Complaints and Grievances -- Upheld (DAN 03003); see the All-Univ Recs Rtn Schedule-- Payroll/Personnel Records table for both.</p> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	Department*	Retain for 3 years after feedback received/ resolution of complaint, then destroy.	GS 09016 Rev. 1	
<p>CONTACT INFORMATION Records relating to the contact details of external clients/ stakeholders the University has gathered/received and the maintenance of such lists/collections. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Business cards; • Contact details stored in Microsoft Outlook and other contact databases; • Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.; • Requests to be added/removed from the University's contact lists (includes mail/communications returned as undeliverable); • Quality assurance checks; • Related correspondence/communications. <p>Excludes records covered by Emergency/Disaster Preparedness -- Contact Information (DAN GS 25004; see Security Recs table).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50007	
<p>DRAFTING AND EDITING Records relating to the drafting/editing of correspondence, documents and publications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drafts not covered by a more specific records series, not needed as evidence of external consultation or as evidence that the University practiced due diligence in the drafting process; • Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.); • Electronic documents created solely for printing (such as signs, mailing labels, etc.); • Related correspondence/communications. <p>Excludes records covered by Legal Advice and Issues (DAN GS 18003; see Legal Files table).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50008	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
ELECTRONIC COMMUNICATIONS RETENTION Electronic communications are methods of sending or receiving information, not types of records. Electronic communication methods include, but are not limited to, e-mail, instant messaging, social networking, and text messaging. Information generated or received on an electronic communication system needs to be managed according to the informational content of the message. Electronic communications messages that are public records must be identified, scheduled, and retained. (See 90.03.)	Department*	Retain in accordance with the records series that is applicable to the informational content of the message. (See 90.03.)	-- various --	
ELECTRONIC DOCUMENTS USED TO CREATE SIGNED PAPER RECORDS Electronic documents created in order to print paper records that get signed, provided the signed paper records (or University copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period. Includes, but is not limited to: <ul style="list-style-type: none"> • Microsoft Word versions of minutes/letters/ correspondence/etc. used to print the hard copy that gets signed. <i>Note: University departments should still create and retain copies of signed letters as evidence of the business transaction.</i>	Department*	Retain until no longer needed for University business, then destroy.	GS 50009	
ESTABLISHMENT/DEVELOPMENT HISTORY OF UNIVERSITY/PROGRAMS Records documenting the planning, establishment and significant changes/developments of the University and its programs. Includes, but is not limited to: <ul style="list-style-type: none"> • Summaries/histories of the University/programs; • Scrapbooks, news clippings, photographs, etc., documenting the history of the University/programs; • Organizational charts and other planning records documenting significant changes/restructures (such as University mergers/splits, creation/combinations of divisions, major changes of University functions/roles, etc.); • Transitional documentation prepared for incoming officials/University heads. 	Department*	Retain for 6 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	GS 10013 Rev. 1	Archival (appraisal required)

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>INFORMATIONAL NOTIFICATIONS/COMMUNICATIONS Records communicating basic/routine short-term information (regardless of format or media used) that:</p> <ul style="list-style-type: none"> • Do not document University decisions/actions; • Are not used as the basis of University decisions/actions; and • Are not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Basic messages such as “Come and see me when you’re free,” “Call me back at (360) 555-5555,” etc. • Internal communications notifying of staff absences or lateness (such as “Bob is out today,” “Mary is running late,” etc.), provided the appropriate attendance and leave records are retained in accordance with the appropriate records series; see All-Univ Recs Rtn Schedule--Payroll/Personnel Recs table. • Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as “Avoid I-5, it’s a parking lot,” “Take care – it has started snowing,” etc.) • Email delivery/read receipts, out-of-office notices, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Provision of Advice, Assistance or Information (DAN GS 09022); • Attendance and leave records (Note for WSU purposes: See multiple series in the All-Univ Recs Rtn Schedule--Payroll/Personnel Recs table.) 	Department*	Retain until no longer needed for University business, then destroy.	GS 50001 Rev. 2	
<p>INTERNET BROWSING Records routinely generated as part of internet browsing. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Browsing history/saved passwords/web form information, etc.; • Cache/temporary files; • Cookies. <p>Excludes internet activity log records covered by Audit Trails and Systems Usage Monitoring (DAN GS 14020; see Info Svcs Recs table).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50010	
<p>MEETING ARRANGEMENTS Records relating to the administrative arrangements of meetings held by or on behalf of the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agenda requests; • Arrangement of catering, facilities and equipment. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by Scheduling -- Appointments/ Meetings (DAN GS 50014); • Financial records (facilities, catering, etc.) covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table); • Open Public Meeting Act notices filed with the Code Reviser/State Register in accordance with RCW 42.30.075 covered by Reporting to External Agencies (Mandatory) (DAN GS 19004); • Travel arrangements/expenses covered by Travel (DAN GS 07001; see Travel Recs table). 	Department*	Retain until no longer needed for University business, then destroy.	GS 09024	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>MEETING MATERIALS -- MEMBERS' COPIES/NOTES Individual members' meeting materials from participating in advisory, governing/executive/policy-setting, internal/external committees (including national/external bodies), provided the committee's records are retained by the secretary/responsible agency/member. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of agendas, meeting packets, minutes, etc.; • Working notes/drafts, etc.; • Related correspondence/communications. 	Department*	Retain until no longer needed for University business, then destroy.	GS 09026	
<p>MEETINGS -- STAFF AND INTERNAL COMMITTEES Records documenting meetings of the University's staff and those of internal committees, commissions, councils, boards, task forces, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Meetings -- Advisory Body Records (DAN GS 10015); • Meetings -- Governing/Executive/Policy-Setting Body Records (DAN GS 10004; see Admin-Exec Lvl Recs table); • Meeting Arrangements (DAN GS 09024); • Meeting Materials – Members' Copies/Notes (DAN GS 09026). 	Department*	Retain for 2 years after end of calendar year <i>and</i> until no longer needed for University business, then destroy.	GS 09009 Rev. 1	
<p>ORGANIZING/MONITORING WORK IN PROGRESS Records relating to the assigning, prioritizing, tracking/monitoring and status of work/projects in progress. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Status logs; • To-do lists; • Tasks within Microsoft Outlook, etc.; • Routing slips; • Workflow notifications/escalations. 	Department*	Retain until no longer needed for University business, then destroy.	GS 50011	
<p>POLICIES AND PROCEDURES -- ADMINISTRATIVE FUNCTIONS Records relating to the development, implementation and interpretation of the policies and procedures developed by the University to implement internal administrative functions (such as facility management, finance, human resources, purchasing, information management, etc.) where these functions are not the University's core mission. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Each adopted/approved version of policies and procedures; • Records documenting the development of policies and procedures. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Rule Making (Washington Administrative Code -- WAC) (DAN GS 10009; held by Procedures, Records, and Forms, office #1470); • Work Instructions/Desk Manuals (DAN GS 09001). 	Department*	Retain for 6 years after superseded, then destroy.	GS 09028	Essential

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>PROCESS IMPROVEMENT Records relating to process improvements undertaken by the University to improve the efficiency and effectiveness of the University, its programs and services. Includes process improvement initiatives at both the:</p> <ul style="list-style-type: none"> • University level (such as employee suggestion programs, etc.); and • Government-wide level (such as LEAN; Government Management, Accountability and Performance Program (GMAP); Plain Talk; Balanced Scorecard; Performance Partnership; Brainstorm or Team Incentive Program (TIP); etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Plans and studies (such as Time-in-Motion, etc.); • Performance measures/statistics/reports; • Evaluations; • Related correspondence/communications. 	Department*	Retain for 6 years after end of improvement cycle/project, then destroy.	GS 09012	
<p>PROVISION OF ADVICE, ASSISTANCE, OR INFORMATION Records relating to requests received and provision of advice, technical assistance and information (including University-initiated communications) concerning the University, its core business, programs and services, where not covered by a more specific records series Includes, but is not limited to: Internal and external correspondence/communications (regardless of format) relating to the request/University-initiated advice, assistance or information. Excludes records covered by:</p> <ul style="list-style-type: none"> • Public Disclosure/Records Requests (DAN GS 05001; see All-Univ Recs Rtn Schedule--Pub Affs & Pub Discl); • State Publications (DAN GS 15008; see All-Univ Recs Rtn Schedule--Pub Affs & Pub Discl) • Requests for Basic/Routine Agency Information (DAN GS 50002) <p>NOTE: Information/advice published online by the University continues to be "provided" until the date it is removed/withdrawn.</p>	Department*	Retain for 2 years after communication received or provided, whichever is later, then destroy.	GS 09022 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>RECORDS DOCUMENTED AS PART OF MORE FORMALIZED RECORDS Records where the evidence of the business transaction has been documented as part of another more formalized record of the University which is retained in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within University information systems (such as databases) provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction; • Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.; • Automatically-generated email notifications sent out by University information systems provided the transaction is captured as part of an audit trail; • Raw data/statistics/survey responses that have been consolidated/aggregated into another record. <p>Excludes:</p> <ul style="list-style-type: none"> • Electronic records (such as emails) that have been printed to paper; • Audio/visual recordings of meetings covered by Advisory Body Records (DAN GS 10015), Governing/Executive/Policy-Setting Body Records (DAN GS 10004; see Admin-Exec Lvl Recs table) or Meetings – Staff and Internal Committees (DAN GS 09009). <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	Department*	Retain until verification of successful conversion/keying/transcription, then destroy.	GS 50012	
<p>REFERENCE MATERIALS Materials gathered from outside sources for reference/reading use which are not evidence of the University's business transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Conference materials (such as proceedings, handouts, etc.) from conferences/seminars not organized by the University; • Copies of published articles, reports, etc.; • Internet browser favorites/bookmarks; • Listserv/RSS feeds. <p>Excludes records covered by Secondary (Duplicate) Copies (DAN GS 50005).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50013	
<p>REPORTING INTERNALLY -- ROUTINE PROGRAM/PROJECT/WORK UNIT REPORTS/STATISTICS Records relating to routine internal statistical and narrative reports provided to management documenting/tracking the activities and work accomplishments of a division/program/project for a given time period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Monthly/quarterly/yearly reports. <p>Excludes:</p> <ul style="list-style-type: none"> • Annual reports of the university and other published reports covered by State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table); • Records covered by Records Documented as Part of More Formalized Records (DAN GS 50012). 	Department*	Retain for 2 years after end of fiscal year, then destroy.	GS 09029	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>REPORTING TO EXTERNAL AGENCIES (MANDATORY) Records relating to the mandatory reporting/notifying/filing by the University to external agencies in accordance with federal, state or local law or by court order/rule where not covered by a more specific records series, such as reporting to:</p> <ul style="list-style-type: none"> • Federal agencies; • Code Reviser/State Registrar; • Public Disclosure Commission (Public Agency Lobbying L-5 Report); • Office of Financial Management; • Other state agencies, local government entities, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • University copy of reports/forms/certificates/lists submitted; Submission confirmation and inquiries; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Notifications covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008; see All-Univ Recs Rtn Schedule--Security Recs); • Records covered by Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056; see All-Univ Recs Rtn Schedule--Payroll/Personnel Recs); • Voluntary reporting/notifying, responding to surveys, etc., covered by Provision of Advice, Assistance or Information (DAN GS 09022; see All-Univ Recs Rtn Schedule--Admin-Gen Office Recs); • Reports/notifications/filings received by the University from other entities covered by the University-specific records retention schedule; • For WSU purposes, records covered by Clery Reporting Files (DAN 17-06-69062; held by WSU Police Department, office #3040). 	Department*	Retain for 6 years after submitted, then destroy.	GS 19004 Rev. 1	
<p>REQUESTS FOR BASIC/ROUTINE UNIVERSITY INFORMATION Internal and external requests for, and provision of, routine information about the operations of the University, such as:</p> <ul style="list-style-type: none"> • Business hours, locations/directions, web/e-mail addresses • Meeting dates/times <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Public Disclosure/Records Requests (DAN GS 05001; see Public Affairs and Public Disclosure Recs table); • Provision of Advice, Assistance or Information (DAN GS 09022). 	Department*	Retain until no longer needed for University business, then destroy.	GS 50002 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>SCHEDULING -- APPOINTMENTS/MEETINGS Records relating to the scheduling of appointments/ meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.) provided the calendar record of the appointment/meeting is retained in accordance with:</p> <ul style="list-style-type: none"> • Calendars -- Elected Officials and Agency Heads (DAN GS 10008; see Admin-Exec Lvl Recs table); • Calendars -- Employees (Other than Elected Officials and University Heads) (DAN GS 09023). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps; • Related correspondence/communications. 	Department*	Retain until no longer needed for University business, then destroy.	GS 50014	
<p>SECONDARY (DUPLICATE) COPIES Copies of records (created or received), provided that the University retains the primary copy of the record in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data extracts and printouts from University information systems; • Cc's of emails, provided the University is retaining its primary copy of the email; • Convenience/reference copies of records; • Duplicate and near-duplicate images/photographs provided the selected "best" image(s) documenting the occasion/object is retained. <p>Excludes records which are the University's only copy of the record, even if it is held by another agency. NOTE: This does not apply to records series that have stated retention periods for secondary copies.</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50005 Rev. 1	
<p>STUDIES (MINOR/ROUTINE) Records relating to the conducting of minor/routine studies and developing ad hoc reports not initiated at the executive level or conducted in response to a legislative order, executive order, federal requirement or court order where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and compiled survey results; • Charts, diagrams and statistics; • Research materials; • Related correspondence/communications. <p>Excludes collections of external materials covered by Reference Materials (DAN GS 50013).</p>	Department*	Retain for 2 years after conclusion of study, then destroy.	GS 09006 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Administrative—General Office Operations (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>UNIVERSITY-GENERATED FORMS AND PUBLICATIONS -- COPIES Blank forms and duplicate copies of publications, provided the University retains the primary record in accordance with the current approved minimum retention period and that the forms are not required for audit or accountability purposes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports, catalogs, brochures, calendars, posters; • Multi-media presentations (videos, CDs, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Forms -- Accountable (DAN GS 12004; see Records Mgmt Files table); • State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table). 	Department*	Retain until no longer needed for University business, then destroy.	GS 50003 Rev. 1	
<p>UNSOLICITED ADDITIONAL MATERIALS Additional materials received by the University that are:</p> <ul style="list-style-type: none"> • Not requested; and • Not used by the University in the course of government business. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Superfluous extra materials provided with applications (including health/medical records); • Information entering through online applications, e-forms, etc., but not completed and not submitted to the University. 	Department*	Upon receipt, return to sender <i>or</i> destroy.	GS 50015	
<p>WORK INSTRUCTIONS/DESK MANUALS Routine, day-to-day task/work instructions, desk manuals, etc.</p>	Department*	Retain until superseded, then destroy.	GS 09001 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Information Services Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>APPLICATIONS/SYSTEMS -- IMPLEMENTATION PROJECTS Records relating to the implementation of the University's computer software applications, databases and websites (internet and intranet). Excludes records covered by Applications/Systems – Technical Design (DAN GS 14001).</p>	Department*	Retain for 6 years after end of project, then destroy.	GS 14037 Rev. 1	
<p>APPLICATIONS/SYSTEMS -- TECHNICAL DESIGN Records relating to the technical design of the University's computer software applications, databases and websites (internet and intranet). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. <p>Excludes records covered by Applications/Systems -- Implementation Projects (DAN GS 14037).</p>	Department*	Retain until application or version is no longer needed for University business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule, then destroy.	GS 14001 Rev. 1	Essential
<p>AUDIT TRAILS AND SYSTEM USAGE MONITORING Records documenting the use of the University's information technology and communication systems to ensure security and appropriate use. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audit trails; • Authorizations for and modifications to the configurations and settings of the University's IT infrastructure (such as firewalls, routers, ports, network servers, etc.); • Log-in records, security logs and system usage files; • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <p>Excludes records covered by Internet Browsing (DAN GS 50010; see All-Univ Recs Rtn Schedule--Admin-Gen Office Recs table).</p> <p>For WSU purposes, includes PCI DSS audit logs.</p>	Department*	Retain for 1 year after date of activity, then destroy.	GS 14020 Rev. 1	
<p>AUTHORIZATION – SYSTEMS / TELECOMMUNICATIONS ACCESS Records documenting the authorization of employees (including contractors and volunteers) to use University systems/applications and telecommunication services. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • User account creation/change requests; • Network access authorization requests; • Related correspondence/communications. <p>For WSU purposes, this series includes, but is not limited to, telephone authorization code files for administrators, and access authorizations for Administrative Information Systems applications, myWSU, and the financial and student data warehouses.</p>	Department*	Retain for 6 years after end of fiscal year in which user account/access was terminated, then destroy.	GS 14012 Rev. 1	Essential

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Information Services Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
AUTOMATED/SCHEDULED TASKS AND WORK/ INTERMEDIATE/TEST FILES Records relating to scheduled, computer-driven tasks and other work/intermediate files. Includes, but is not limited to: <ul style="list-style-type: none"> • Event logs; • Run reports and requests; • Task schedules; • Test data sets; • Successful completion reports; • Valid transaction files; • Work/intermediate files. 	Department*	Retain for 30 days after date of document, then destroy.	GS 14015 Rev. 1	
BACKUPS FOR DISASTER PREPAREDNESS/ RECOVERY Routine/cyclical backups of IT systems and data for the purposes of disaster preparedness and recovery.	Department*	Retain until no longer needed for University business, then destroy.	GS 14011 Rev. 1	Essential
HELPDESK REQUESTS Records relating to requests for advice and assistance in using the University's information technology and telecommunications equipment, systems and applications.	Department*	Retain until finalization of request, then destroy.	GS 14029 Rev. 1	
NETWORK -- DESIGN AND BUILD Records relating to the design and construction of the University's information technology networks. Includes, but is not limited to: <ul style="list-style-type: none"> • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords. 	Department*	Retain until no longer needed for University business, then destroy.	GS 14031 Rev. 1	
POLICY EXCEPTIONS Provides documentation of approvals for: <ul style="list-style-type: none"> • Information security policy exceptions. (WSU Executive Policy #37), and • University data policy exceptions. (WSU Executive Policy #8). 	Office of Chief Information Officer	Retain for the life of the exception, then destroy.	19-06-69367	
SERVER LOGS Provides a record of server functions. May include, but is not limited to: system processes, access logs, process tracking, error messages, logs related to any special server functions or roles.	Department*	Retain for 1 month after date of daily record, then destroy.	11-12-63649	
SOFTWARE INVENTORY AND REGISTRATION FILE Provides a record of computer software programs with version, manufacturer, and purchase order information updated as needed, and software license registration cards for proof of purchase.	Department*	Retain until software disposed of, then destroy.	11-12-63516	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Legal Files (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>LITIGATION CASE FILES -- SIGNIFICANT University records related to a particular litigation case involving the University which has profound influence on the administration of state government and/or the state of Washington (such as Boldt, McCleary, WPPSS Bondholders, Doran, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Background information; • Lawsuit documentation; • Pleadings, appeals, court orders; • University working files; • Related correspondence/communications. <p>Also includes litigation with no Office of the Attorney General involvement. Excludes:</p> <ul style="list-style-type: none"> • Records covered by Litigation Case Files -- Routine (DAN GS 18004); • Records of the Office of the Attorney General. 	Department*	<p>Retain for 6 years after resolution of case (including appeals), then Transfer to Archives for appraisal and selective retention.</p>	GS 18009	<p>Archival (appraisal required) Essential</p>

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Library Services Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
CATALOG Records describing the library information sources owned by the University.	Campus Libraries*	Retain until no longer needed for University business, then destroy	GS 15021	Essential
CIRCULATION Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Item circulation history • User/patron records (applications for membership, borrow registration, parent/guardian permissions) Excludes: <ul style="list-style-type: none"> • Interlibrary loans covered by Collection Control--General (GS 15023); • Records relating to fines/fees covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fisc Recs table) and Financial Disputes and Collections (DAN GS 01003; see Acct/Fisc Recs table). 	Campus Libraries* OR Manuscripts, Archives, and Special Collections*	Retain until no longer needed for University business, then destroy.	GS 15022 Rev. 1	
COLLECTION CONTROL Records documenting the physical control of the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Finding aids; • Interlibrary loans • Shelf list/inventory of holdings Excludes records covered by: <ul style="list-style-type: none"> • Acquisition and Disposal -- Assets (Other than Real Property) (DAN GS 21001; see Property Mgmt Recs table); • Contracts and Agreements (DAN GS 01050; see Acct/Fisc Recs table) (for agreements relating to bequests); • Inventories -- Capital Assets (DAN GS 16008; see Property Mgmt Recs table) (for collection items considered capital assets); • Inventories -- Supplies, Commodities and Parts (DAN GS 16004; see Property Mgmt Recs table) (for collection items not considered capital assets). 	Campus Libraries* OR Manuscripts, Archives, and Special Collections*	Retain until no longer needed for University business, then destroy.	GS 15023 Rev. 1	Essential

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
ANNUAL REVIEW OF FACULTY Evaluation of job performance.	Human Resource Services* Dean; Department (secondary copies)	Retain for 6 years after termination of employment, then destroy. Retain for 3 years after end of fiscal year, then destroy.	11-12-63535 Secondary copy under 11-12-63535	
APPLICATIONS/RESUMES RECEIVED -- UNSOLICITED Records relating to unsolicited requests for job consideration and employment inquiries. Includes, but is not limited to: • Unsolicited job applications/resumes received; • General prospective employment inquiries. <i>Note: Retention based on 2-year requirement in 29 CFR 1602.31.</i>	Department*	Retain for 2 years after received, then destroy.	GS 03022 Rev. 1	
APPOINTING AUTHORITY FOR FACULTY, ADMINISTRATIVE PROFESSIONAL, AND CLASSIFIED EMPLOYEES Letters of delegation to employees who are authorized to sign employment forms.	Human Resource Services* President; Department (secondary copies)	Retain for 6 years after superseded, then destroy. Retain until superseded, then destroy.	11-12-63537 Rev. 1 Secondary copy under 11-12-63537 Rev. 1	Essential
AUTHORIZATIONS/CERTIFICATIONS -- HUMAN RESOURCES (GENERAL) Records relating to licenses, permits, accreditations, certifications and other authorizations (such as driver's licenses, etc.) acquired by University employees in certain positions (including contractors and volunteers) that are either required by or received from regulating authorities (such as local, state or federal agencies and/or court order/rule), where not covered by a more specific records series. Includes, but is not limited to: • Applications/confirmations; • Reports; • Violations/corrections, etc.; • Related correspondence/communications. For WSU purposes, series also includes records of: • Certification and/or recertification (and related training) for departmental (e.g., WSU Police Dept.) employees. • Certification of accountable property officers at the college level who are authorized to coordinate college federal excess property programs.	Department* Department (reference copy)	Retain for 6 years after authorization/certification superseded or terminated <i>or</i> 6 years after separation from the University, <i>whichever is sooner,</i> then destroy. Retain until admin. purpose served, then destroy.	GS 03046 Secondary copy under GS 03046	
BACKGROUND CLEARANCE CHECKS Provides a record of background clearance checks for full- time and temporary employees, or adult participants (e.g. advisors, chaperones, volunteers) not employed by a school district in the state of Washington. May include criminal history checks, disclosure statements, background inquiry results, and record of permission from adult participants for University officials to conduct background clearance checks.	HRS* OR Department* Department (reference copy)	Retain for 3 years after termination of employment <i>or</i> 3 years after termination of participation in activity or program, then destroy Retain until admin. purpose served, then destroy.	07-12-61642 Rev. 2 Secondary copy under 07-12-61642 Rev. 2	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>COMMUTE TRIP REDUCTION (CTR) PROGRAM Records relating to the University's promotion and administration of reducing employee commute trips such as encouraging use of public transit, ride sharing, bicycle commute options, incentives and alternatives such as telecommuting. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bonus voucher certification forms; • Registration and participant forms; • Incentives; • Parking tracking files; • CTR performance evaluations/reports/surveys/questionnaires. [Note per State Records Management (SRM): This series covers CTR reports received by WSU or internally-distributed.] <p>Excludes records covered by Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056). [Note per SRM: GS 03056 covers CTR reports that WSU submits to another agency or entity.]</p>	<p>Campus Parking Services Office*</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p>	<p>GS 03037 Rev. 1</p>	
<p>COMPLAINTS AND GRIEVANCES --EXONERATED Records relating to complaints and grievances filed in cases of affirmative action, discrimination, equal opportunity employment, harassment issues and other workplace conditions and issues in which the complaint proved to be unsubstantiated. May be filed by job applicants, the public, and represented and non-represented state employees. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Filed complaints and grievances; • Supporting documentation; • University response and decisions; • Legal actions, arbitration or mediation efforts; • Determinations and appeals. <p>Excludes records covered by Complaints and Grievances – Upheld (DAN GS 03003). <i>Note 1: Records may be retained upon employee request and in case of pending legal action (reference RCW 41.06.450 and WAC 357-22-040).</i> <i>Note 2: RCW 40.14.050 and RCW 40.14.060 vest authority to determine the retention period for public records in the State Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Human Resource Services (HRS)* OR Office of Civil Rights Compliance and Investigation (CRCI)*</p> <p>Department (reference copy)</p>	<p>Retain until exoneration, then destroy.</p> <p>Retain until exoneration, then destroy.</p>	<p>GS 03006 Rev. 1</p> <p>Secondary copy under GS 03006 Rev. 1</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>DISCLOSURE OF FORMER EMPLOYEE INFORMATION TO PROSPECTIVE EMPLOYERS Records relating to the disclosure of information (such as hiring recommendations, employment/income verifications, etc.) about <i>former</i> employees to prospective employers or employment agencies in accordance with RCW 4.24.730. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written logs; • Disclosure releases/statements; • Copies of information provided. <p>Excludes:</p> <ul style="list-style-type: none"> • Disclosure of information about current employees covered by Personnel Record Folders (DAN 11-12-63577); • Public records requests covered by Public Disclosure/Records Requests (DAN GS 05001; see All-Univ Recs Rtn Schedule--Public Affairs and Public Disclosure Recs table). <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080) and 2-year requirement in RCW 4.24.730.</i></p>	<p>Human Resource Services* OR Department*</p>	<p>Retain for 3 years after disclosure of information, then destroy.</p>	<p>GS 03053</p>	
<p>EMPLOYMENT ELIGIBILITY -- U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) Records relating to the verification of employment eligibility within the United States. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Federal I-9 forms; • Foreign labor condition applications and approvals, e.g., H1-B, F-1, J-1; • Copies of valid driver's license, passports, or other photo identification; • Copies of certificate of naturalization and supporting documentation. <p>References: 8 CFR 274a.2, 20 CFR 655.760. Note: This series applies to any applicants that are actually hired. For those not hired, their recruitment records are to be covered under Recruitment – Employee (Search Files) (DAN GS 03012).</p>	<p>Human Resource Services*</p>	<p>Retain for 3 years after date of hire OR for 1 year after termination of employment (whichever is later), then destroy.</p>	<p>GS 03036 Rev. 1</p>	
<p>EMPLOYMENT RECORD REQUEST (WSU 1238) To request leave and benefits records from former state employers.</p>	<p>Human Resource Services* Department (secondary copy)</p>	<p>Retain for 6 years after termination of employment, then destroy. Retain until termination of employment, then destroy.</p>	<p>11-12-63550 Secondary copy under 11-12-63550</p>	
<p>EXIT INTERVIEW -- PERSONNEL Documentation of information gathered during an exit interview with an employee separating from the University.</p>	<p>Department*</p>	<p>Retain for 3 years after exit interview completed, then destroy.</p>	<p>GS 03040 Rev. 1</p>	
<p>EXPENSE ASSIGNMENT ACTION (WSU1260) Used for temporary changes in account assignment of personnel charges.</p>	<p>Position Control* Payroll (secondary copy) Dean/Director; Department (secondary copies)</p>	<p>Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy. Retain until superseded, then destroy.</p>	<p>11-12-63553 Secondary copy under 11-12-63553 Secondary copy under 11-12-63553</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
GRADUATE FACULTY APPOINTMENT FILES Provides a record of department appointments of faculty members to graduate faculty assignments. Files may include ballots, vita, and Admittance to Graduate Faculty forms.	Graduate School* Department (secondary copy)	Retain for 1 year after graduate faculty assignment ends, then destroy. Retain for 1 year after ballot outcome reported to Grad School, then destroy.	11-12-63557 Secondary copy under 11-12-63557	
HIPAA SECURITY AGREEMENT Provides a record of client confidentiality and security agreement signed by health care personnel, e.g., clinic personnel. (45CFR164.316(b)(2)(i))	Department*	Retain for 6 years after termination of employment or termination of service, then destroy.	11-12-63559 Rev. 1	
LIABILITY INSURANCE Proof of student liability insurance policy or certificate from graduate students who serve as clinic personnel.	Department*	Retain for 10 years after last client treated, then destroy.	06-10-61318	
MEDICAL INSURANCE POLICIES Copies of medical insurance policies for student/graduate student assistant and other.	Human Resource Services* Health and Wellness Svcs.; insurance company (reference copies)	Retain for 6 years after policy expiration, then destroy. Retain until admin. purpose served, then destroy.	02-09-60402 Rev. 1 Secondary copy under 02-09-60402 Rev. 1	
NONSERVICE PAY AUTHORIZATION (WSU 1314) Authorizes pay to WSU Fellows, trainees, interns, or other nonservice positions.	Accounts Payable* Student Financial Svcs.; Department (secondary copies)	Retain for 6 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63566 Secondary copy under 11-12-63566	
PAYROLL DEDUCTION FORMS Used to authorize deductions from payroll.	Department*	Retain for 6 years after last authorized deduction, then destroy.	11-12-63569	
PAYROLL EXPENDITURE AUDIT REPORT Department personnel download payroll expenses indicating status of payroll records that will generate the next payroll. Allows department correction and Payroll follow up.	Payroll* (maintained on mainframe or tape) Department (secondary copy)	Retain for 4 years after end of calendar year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63570 Secondary copy under 11-12-63570	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>PERSONNEL -- HEALTH-RELATED RECORDS Records relating to the health of employees where not covered by another more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Ergonomic assessments (for routine prevention and if non-injury-related); • Reasonable accommodation (if non-injury-related); • Documentation of known medical conditions (for awareness in case of medical emergency that would assist in rapid response and treatment); • Documentation of ongoing medical treatment (if non-exposure or non-injury related and necessary for job performance/reasonable accommodation); • Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave. <p>NOTE: For WSU purposes, this series also includes documentation of the use of family medical leave and the receipt and return of shared leave. Excludes records covered by the following WSU records series:</p> <ul style="list-style-type: none"> • Medical Surveillance Files (DAN 10-12-62323), Chemical Exposure Records (DAN 10-12-62314), Incident Report (WSU 1131) (DAN 11-12-63628), Respirator Program Records (DAN 10-12-62324), and Radiation Safety Records (DAN 16-06-68984); see All-Univ Recs Rtn Schedule--Safety Recs table. • Employee Audiometric Test (DAN 10-12-62315; held by EH&S (office #6960)). <p><i>Note: Medical records should be retained by originating agency and not be included as part of an interagency transfer.</i></p>	<p>Campus HRS* OR Campus EH&S* (ergonomic assessments)</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after date of separation from the University then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 03054</p> <p>Secondary copy under GS 03054</p>	
<p>PERSONNEL -- ROUTINE TRANSACTIONS Records relating to employees' routine personnel transactions or tasks that do not affect employment history, payroll, performance or retirement status/eligibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Changes to work schedules and assignments; • Location codes; • Name/address/status/emergency contact change documentation; • Miscellaneous tracking forms. 	<p>Department*</p>	<p>Retain until superseded, then destroy.</p>	<p>GS 03055</p>	
<p>PERSONNEL ACTION (WSU 1097) Used to authorize personnel transactions and communicate employment status of appointed employees to Human Resource Services.</p>	<p>Human Resource Services*</p> <p>Payroll (secondary copy)</p> <p>Benefit Services (secondary copy)</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after termination of employment, then destroy.</p> <p>Retain for 6 years after termination of employment, then destroy.</p> <p>Retain for 1 year after termination of employment, then destroy.</p> <p>Retain until superseded or termination of employment, then destroy.</p>	<p>11-12-63572</p> <p>Secondary copy under 11-12-63572</p> <p>Secondary copy under 11-12-63572</p> <p>Secondary copy under 11-12-63572</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
POSITION HISTORY Records relating to the history of each position and job classifications which apply to positions held by employees of the agency. Includes, but is not limited to: <ul style="list-style-type: none"> • Allocations and reallocations; • Training plans specific to position; • Selective certification and required eligibility; • Position descriptions. For WSU purposes, this series includes position rosters, Position Action/Position Review Requests, position questionnaires, position descriptions, and other position-related records, except Position Identifying Description Changes (WSU 1265), which are retained under a separate series (DAN 11-12-63587).	Human Resource Services* OR Position Control* OR Department* Department (reference copy)	Retain until no longer needed for University business, then destroy. Retain until admin. purpose served, then destroy.	GS 03010 Rev. 1 Secondary copy under GS 03010 Rev. 1	
POSITION IDENTIFYING DESCRIPTION CHANGES (WSU 1265) A record of changes in position description when that is the only action required.	Position Control* Department (secondary copy)	Retain until superseded, then destroy. Retain until superseded, then destroy.	11-12-63587 Secondary copy under 11-12-63587	
RECRUITMENT -- EMPLOYEE Records relating to the process of recruitment and selection of employees. Includes applicants screened but not interviewed. Includes, but is not limited to: <ul style="list-style-type: none"> • Job announcements and postings; • Job description and qualifications; • Eligibility lists for specific positions; • Applications, resumes and test results; • Applicant profile data; • Scoring, ranking and selection criteria; • Interview questions and evaluations; • Reference check questions and answers. For WSU purposes, this series includes search process files. Excludes successful applicant records covered by: <ul style="list-style-type: none"> • Personnel Record Folders (DAN 11-12-63577); and • Employment Eligibility -- U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036). For WSU purposes this series excludes all applicant records covered by Background Clearance Checks (DAN 07-12-61642). <i>Note: Retention based on 3-year statute of limitations for the commencement of actions for employment discrimination (injury to the rights of others) (RCW 4.16.080).</i>	Department*	Retain for 3 years after completion of recruitment/hiring process, then destroy.	GS 03012 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>REPORTING/FILING (MANDATORY) -- EMPLOYMENT-RELATED Records relating to employment and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc. Also includes employment-related reports required by regulatory agencies to be compiled (but not submitted). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission according to 29 CFR 1602.7; • New Hire Reports filed with the Department of Social and Health Services (DSHS) according to RCW 26.23.040; • Commute trip reduction (CTR) plans and annual progress reports required under RCW 70.94.531 and RCW 70.94.534. <p>NOTE: Per State Records Management, this series covers CTR reports that WSU submits to other agencies/entities. (CTR reports distributed internally or received by WSU are retained under Commute Trip Reduction (CTR) Program (DAN GS 03037).) For WSU purposes, this series also includes civil rights documents used for audit purposes and to compile annual county reports to state and federal agencies. Also for WSU purposes, this series excludes:</p> <ul style="list-style-type: none"> • Annual Radio Employment Report (DAN 02-01-60318; held by Murrow College of Communications; longer retention period per FCC regulations) • Annual TV Employment Report (DAN 02-01-60320; held by Murrow College of Communications; longer retention period per FCC regulations) 	Department*	Retain for 4 years after compiled/submitted to regulatory agency, then destroy.	GS 03056	
<p>REQUEST FOR NAME CHANGE To request a name change in University records.</p>	<p>Payroll*</p> <p>Department (reference copy)</p>	<p>Retain for 1 year after data entry, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63594</p> <p>Secondary copy under 11-12-63594</p>	
<p>REQUEST FOR POSITIVE PAY REPORT (WSU 1256) To report unpaid and unreported hours or pieces from previous pay periods.</p>	<p>Payroll*</p> <p>Department (reference copy)</p>	<p>Retain for 1 year after report generated, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63595</p> <p>Secondary copy under 11-12-63595</p>	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>RETIREMENT VERIFICATION Records relating to an employee's state service to document eligibility and entitlement to retirement benefits. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Enrollment; • Salary and employment dates; • Appointment letters; • Monthly salary; • Hours worked; • Time cards, time sheets or payroll registers if necessary to verify retirement information; • Other eligibility documentation such as position retirement worksheets or retirement reviews as necessary. <p>For WSU purposes, this series also includes evidence of employee membership in retirement programs, e.g., TIAA and PERS.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by Medical, Supplemental Retirement Account (SRA), Life Insurance, and Long-Term Disability (LTD) Enrollment Forms Plus Beneficiary Designations (DAN 78-10-21217, held by HRS (office #3160)); • Records covered by Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045, held by HRS). 	<p>Campus Human Resource Services* OR Payroll*</p> <p>Department (reference copy)</p>	<p>Retain for 60 years after date of separation from the University, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 03032 Rev. 1</p> <p>Secondary copy under GS 03032 Rev. 1</p>	<p>Essential</p>
<p>TEMPORARY EMPLOYEE DEPARTMENTAL FILES Documentation related to a temporary employee's departmental employment history. Files include but are not limited to: Conditions for Temporary Employment, Temporary Employment Application (for individuals who are hired), Temporary Employee Orientation Checklist, Parent School Authorization.</p>	<p>Department*</p>	<p>Retain for 1 year after termination of employment, then destroy.</p>	<p>11-12-63543</p>	
<p>TEMPORARY EMPLOYMENT APPLICATION—NOT HIRED (WSU 1251) Used by prospects to apply for temporary employment. (Candidate not hired by WSU.)</p>	<p>Department*</p>	<p>Retain until position filled, then destroy.</p>	<p>11-12-63602</p>	
<p>TENURE/PROMOTION EVALUATION DOCUMENTS (DENIED CANDIDATES) Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p>	<p>Human Resource Services*</p> <p>Dean; Department (secondary copies)</p>	<p>Retain for 35 years after termination of employment, then destroy.</p> <p>Retain for 3 years after denial, then destroy.</p>	<p>11-12-63603</p> <p>Secondary copy under 11-12-63603</p>	
<p>TENURE/PROMOTION EVALUATION DOCUMENTS (SUCCESSFUL CANDIDATES) Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p>	<p>Human Resource Services*</p> <p>Dean; Department (secondary copies)</p>	<p>Retain for 6 years after award, then destroy.</p> <p>Retain for 3 years after award, then destroy.</p>	<p>11-12-63606</p> <p>Secondary copy under 11-12-63606</p>	
<p>TENURE/PROMOTION SUPPORT DOCUMENTS (DENIED CANDIDATES) May include manuscripts, artwork, slides, or other items used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p> <p>May be returned to the dean and then to the candidate at the discretion of Provost's Office.</p>	<p>Human Resource Services*</p>	<p>Retain for 6 years after denial, then destroy, except as noted.</p>	<p>11-12-63609</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Payroll and Personnel Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>TENURE/PROMOTION SUPPORT DOCUMENTS (SUCCESSFUL CANDIDATES) May include manuscripts, artwork, slides, or other items used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.</p> <p>Returned to the dean and then to the candidate after award.</p>	Provost's Office*	Retain until award, then return to dean and candidate, as noted.	11-12-63610	
<p>TIME AND LEAVE REPORT FILES Used to record attendance, overtime, and/or leave activity for overtime-eligible and overtime ineligible faculty, administrative professional, and classified employees. May include the Leave Report, Time Report, Leave Report for Excepted Classified Employees, Request for Temporary Schedule Change, and Prior Period Time Report. NOTE: the employing department maintains the record copy of each file until termination of employment. At termination of employment the file is sent to HRS for audit.</p>	<p>Payroll* (pay-affecting only)</p> <p>Human Resource Services*</p> <p>Department*</p>	<p>Retain for 6 years after termination of employment, then destroy.</p> <p>Retain for 5 years after audit, then destroy.</p> <p>Retain until termination of employment, then send to HRS for audit.</p>	<p>11-12-63560 Rev. 1</p> <p>Secondary copy under 11-12-63560 Rev. 1</p> <p>Secondary copy under 11-12-63560 Rev. 1</p>	
<p>TRAINING FILES -- EMPLOYEE Records documenting the training history of individual employees participating in training, orientations and staff development programs. Training may include:</p> <ul style="list-style-type: none"> • Internal University training for ethics, diversity, safety and other policies; • Internships, apprentice programs; • External training as requested or required. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sign-in or attendance documentation IF no certificate or other documentation is issued as evidence of completion, satisfaction or attendance; • Policy review acknowledgements; • Certificates/credentials/licenses awarded or renewed; • Test results if necessary for continued certification, etc.; • Continuing education hours/credits/points. <p>For WSU purposes, series includes records of training, certification, and/or certification for departmental (e.g., WSU Police Dept.) employees. May be retained in database format.</p>	<p>Human Resource Services* OR Department*</p>	Retain for 6 years after separation from the University, then destroy.	GS 22003 Rev. 1	
<p>VISITING SCHOLARS FILES Provides a record of visiting scholars who attend or assist with University programs or training seminars. May include trainee files, Nonservice Pay Authorization copies, invoice vouchers, visa information, histories, correspondence, and final reports.</p>	Department*	Retain for 6 years after termination of contract or termination of service, then destroy.	01-12-60301 Rev. 2	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Property Management Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>FACILITY SYSTEMS AND EQUIPMENT -- INSTALLATION Records relating to the installation of systems and equipment in University facilities that are not integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> • Audio/visual systems/equipment; • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilating and air conditioning (HVAC); • Information technology (IT) wiring; • Security systems/equipment (alarms, keys, locks, etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions/specifications; • Warranties. 	<p>Campus Facilities Services* OR Information Technology Svcs.*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after disposal of systems/equipment, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21015</p> <p>Secondary copy under GS 21015</p>	<p>Essential</p>
<p>FEDERAL EXCESS PROPERTY FILE Provides a record of the acquisition, utilization, and disposition of property acquired by WSU from the federal excess property program. Request documentation for federal excess property, using temporary (for use during the course of a grant contract) or permanent transfer of federal property to WSU, includes the Federal Excess Property Request (WSU 1303) and SF-122, Transfer Order—Excess Personal Property. (Records held by Facilities Services are maintained by the Surplus Stores unit.)</p>	<p>Sponsored Programs Services* OR Facilities Services</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after item disposed of (permanent transfer) OR 3 years after termination of contract (temporary transfer), then destroy.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63485 Rev. 1</p> <p>Secondary copy under 11-12-63485 Rev. 1</p>	
<p>INSPECTIONS/MONITORING -- REGULATED Records relating to inspecting/monitoring of assets owned, used or maintained by the University where required by regulatory agencies and where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Underground storage tank (UST) inspections (40 CFR 280.45). <p>Note: Records documenting inspecting/monitoring of other entities' assets by a state agency in its regulatory capacity are covered by the agency's specific records retention schedule.</p>	<p>Environmental Health and Safety* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after end of calendar year AND correction of any violations, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21016</p> <p>Secondary copy under GS 21016</p>	
<p>INSPECTIONS/MONITORING -- ROUTINE/ NONREGULATED Records relating to the routine inspecting/monitoring of assets owned, used or maintained by the University where not required by regulatory agencies and not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Temperature and humidity records; • Equipment functionality/safety checks (vehicle daily checks, etc.). 	<p>Campus Facilities Services* OR Department*</p> <p>Department (reference copy)</p>	<p>Retain until no longer needed for University business, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21017</p> <p>Secondary copy under GS 21017</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Property Management Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
INVENTORIES -- CAPITAL ASSETS Records relating to inventories of land, buildings, furniture, equipment and other capital assets. May be used for input into the statewide reporting system. Includes, but is not limited to: • Records within the Capital Assets Management System (or equivalent systems, e.g., University Inventory System); • Asset tracking and depreciation schedules; • Running inventory control documents that describe each piece of University-owned or leased equipment and furniture; • Data Input Sheet; • Reports (Asset, Added, Changes, Purge, Summary of Monthly File Activity).	Business Services-- Property Inventory* Department (reference copy)	Retain for 6 years after superseded, then destroy. Retain until admin. purpose served, then destroy.	GS 16008 Rev. 2 Secondary copy under GS 16008 Rev. 2	Essential
INVENTORIES -- SUPPLIES, COMMODITIES, AND PARTS Running inventories used to manage stocks of expendable materials such as office supplies, parts, and other expendable supplies, describing the materials and indicating current stock balances.	Department* Department (reference copy)	Retain for 6 years after end of fiscal year, then destroy. Retain until admin. purpose served, then destroy.	GS 16004 Rev. 1 Secondary copy under GS 16004 Rev. 1	
INVENTORY CONTROL REPORTS (INVENTORY AND SURPLUS) Provides a record of changes in the department's equipment inventory. Includes Inventory Control Reports (WSU 1033) and Surplus Disposal Requests (SDRs).	Property Inventory* or Surplus Stores* Transferring Department; Recipient Department (secondary copies)	Retain for 6 years after date of document, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63492 Rev. 1 Secondary copy under 11-12-63492 Rev. 1	
LOST AND FOUND PROPERTY Records relating to the receipt of personal property left behind in/at University facilities, vehicles and/or events and the return/disposal of the item. Includes, but is not limited to: • Records documenting discovery of items, attempts to locate the owner of the items, and return/retention/disposal of items; • Related correspondence/communications. <i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i>	WSU Police* OR Department* Department (reference copy)	Retain for 3 years after return/disposal of item, then destroy. Retain until admin. purpose served, then destroy.	GS 21012 Secondary copy under GS 21012	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Property Management Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>MAINTENANCE -- MAJOR AND/OR REGULATED Records documenting all major maintenance (which is beyond regular upkeep) and all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used or maintained by the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair and maintenance records (regulated and/or major); • Work orders; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Capital Construction Projects -- Routine Buildings/ Facilities (DAN GS 21010); • Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table); • Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table). 	<p>Campus Facilities Services*</p> <p>Department (reference copy)</p>	<p>Retain for 6 years after disposal of asset, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 21008 Rev. 1</p> <p>Secondary copy under GS 21008 Rev. 1</p>	<p>Essential</p>
<p>MAINTENANCE -- MINOR NONREGULATED Records documenting minor maintenance (regular upkeep) performed on assets owned, used or maintained by the University and is not required by a regulatory agency, such as:</p> <ul style="list-style-type: none"> • Custodial, floor and window cleaning, mowing/ gardening, indoor plant care, etc.; • Painting, furniture upholstery/refinishing, etc.; • Vehicle and equipment oil changes, tune-ups, filters, tires, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Service, repair and maintenance records; • Work orders, lists/logs and reports; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Capital Construction Projects -- Routine Buildings/ Facilities (DAN GS 21010); • Capital Construction Projects -- Significant Buildings/ Facilities (DAN GS 21011); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table); • Facility Systems and Equipment -- Installation (DAN GS 21015); • Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table); • Maintenance -- Major and/or Regulated (DAN GS 21008); • Registered Pesticide Application Records (DAN 11-02-62360; see Safety Recs table). 	<p>Department*</p>	<p>Retain for 6 years after completion of work, then destroy.</p>	<p>GS 21002 Rev. 1</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Public Affairs and Public Disclosure Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>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:</p> <ul style="list-style-type: none"> • 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). <p>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).</p>	Department*	Retain for 2 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	GS 05003 Rev. 1	Archival (appraisal required)
<p>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.</p>	Department*	Retain for 6 years after 18th birthday, then destroy.	09-07-62063 Rev. 1	
<p>ONLINE CONTENT MANAGEMENT Records documenting the publishing/changing of the University's online (internet and intranet) content. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>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.</i></p>	Department*	Retain for 1 year after online content removed, then destroy.	GS 15010 Rev. 1	
<p>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.</p>	Department*	Retain for 6 years after termination of participation in activity, then destroy.	09-07-62062 Rev. 1	
<p>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.</p>	Department*	Retain for 6 years after disposal of image or recording, then Transfer to Archives for appraisal and selective retention.	11-12-63650	Archival (appraisal required)

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Public Affairs and Public Disclosure Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>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.</p>	Department*	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.	11-12-63651	Archival (appraisal required)
<p>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:</p> <ul style="list-style-type: none"> • 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. <p>Excludes: the</p> <ul style="list-style-type: none"> • 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). 	Public Records Office* Department (reference copy)	Retain for 2 years after public records request fulfilled, then destroy Retain until admin. purpose served, then destroy.	GS 05001 Rev. 2 Secondary copy under GS 05001 Rev. 2	
<p>PUBLICATIONS—DEVELOPMENT Records relating to the drafting, development, design and production of University-created publications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Job descriptions/specifications/design records • Sample job products/proofs/samples • Articles submitted for inclusion (including those not used); • Related correspondence/communications. <p>Excludes final publication covered by State Publications (DAN GS 15008).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 15009 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Public Affairs and Public Disclosure Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>TRAINING -- ARRANGEMENTS Records relating to the administrative arrangements of University-provided training courses, seminars and workshops. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Training date and place scheduling records; • Training availability announcements and notices; • Participant registration; • Arrangement of catering, facilities and equipment. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • 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). 	Department*	Retain until no longer needed for University business, then destroy.	GS 22001 Rev. 1	
<p>TRAINING -- DEVELOPMENT Records relating to the development of training courses, seminars, workshops, etc., such as research, materials development, etc.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Training -- General (DAN GS 22007); • Training -- Mandatory or Certification/Hours/Credit Provided (DAN GS 22008). 	Department*	Retain until training no longer provided by the University, then destroy.	GS 22006	
<p>TRAINING -- GENERAL 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:</p> <ul style="list-style-type: none"> • 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. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. <p>Note: Records documenting training received by employees are covered by Training Files – Employee (DAN GS 22003; see Payroll/Personnel Recs table).</p>	Department*	Retain for 3 years after training provided, then destroy.	GS 22007	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Public Affairs and Public Disclosure Records (Revised 06-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>TRAINING -- MANDATORY OR CERTIFICATION/HOURS/CREDIT PROVIDED</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. <p>Note: Records documenting training received by employees are covered by Training Files – Employee (DAN GS 22003; see Payroll/Personnel Recs table).</p>	Department*	Retain for 6 years after training provided, then destroy.	GS 22008	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Purchasing Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
BANQUET PERMIT AUTHORIZATION Requests University approval to apply for a Banquet Permit.	Accounts Payable* Purchasing; Department (secondary copies) Compton Union Admin. (secondary copy)	Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy. Retain until end of fiscal year, then destroy.	11-12-63404 Secondary copy under 11-12-63404 Secondary copy under 11-12-63404	
BIDS AND PROPOSALS -- SUCCESSFUL Records relating to bids and proposals made by other parties to provide the University with goods, services, revenue or other benefits, which are accepted by the University. Includes, but is not limited to: • Request for proposal or bid (RFP), request for qualifications and quotations (RFQQ), specifications, etc.; • Notices (filed with newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. Excludes records covered by: • Bids and Proposals – Unsuccessful (DAN GS 06007); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs. table).	AVP Finance* OR Department* Department (reference copy)	Retain for 6 years after completion of purchase or fulfillment of contract, then destroy. Retain until admin. purpose served, then destroy.	GS 06004 Rev. 1 Secondary copy under GS 06004 Rev. 1	
BIDS AND PROPOSALS -- UNSUCCESSFUL Records relating to bids and proposals to provide the University with goods, services, revenue or other benefits, which are not accepted by the University. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc. If agency decides not to proceed with a purchase or agreement, records also include: • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with newspaper, etc.). Excludes records covered by: • Bids and Proposals – Successful (DAN GS 06004); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table).	Purchasing Svcs* OR Department* Department (reference copy)	Retain for 3 years after bid award or cancellation date, then destroy. Retain until admin. purpose served, then destroy.	GS 06007 Rev. 1 Secondary copy under GS 06007 Rev. 1	
CREDIT CARD ADMINISTRATION FILES—CARD ISSUED Provides program administrative documentation related to credit card issuance, account maintenance, and compliance. University credit cards include purchasing cards, fuel credit cards, and Central Travel Accounts. At a minimum, each file includes application, cardholder agreement, and photocopy of card. Depending on the age and usage of the card, file may also include roles and responsibilities forms, account maintenance requests, documentation of exceptions granted, documentation of policy violations, and correspondence with the cardholder, card reconciler, and/or approving official. NOTE: These are internal administrative documents and not the record of the contract between the University and the issuing bank.	Accounts Payable* OR Travel Services* Department (reference copy)	Retain for 6 years after termination of agreement, then destroy. Retain until admin. purpose served, then destroy.	03-07-60531 revision 1 Secondary copy under 03-07-60531 revision 1	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Purchasing Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
CREDIT CARD APPLICATION—DENIED OR NOT ISSUED Provides a record of a request for issuance of a University credit card used to purchase items from outside vendors when the card was denied or not issued. University credit cards include purchasing cards, fuel credit cards, and Central Travel Accounts.	Department*	Retain until denial, then destroy.	03-07-60532 revision 1	
DEPARTMENTAL REQUISITION (WSU 1011) Request from departments to WSU Purchasing for purchases outside the institution.	Purchasing* Department (secondary copy)	Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy.	11-12-63410 Secondary copy under 11-12-63410	
DISCRETIONARY (17A) ACCOUNT EXCEPTION JUSTIFICATIONS Provides a record of approved exceptions to University guidelines for discretionary (17A) accounts.	Department*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63412	
EXPENDITURE AUTHORITY DELEGATION (WSU 1198) A form that delegates authority for approving various documents that obligate departmental funds.	Controller* 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.	11-12-63413 Rev. 1 Secondary copy under 11-12-63413 Rev. 1	Essential
FACULTY TEXTBOOK ORDER SHEET Used by faculty to identify textbook needs each semester.	Faculty Member*	Retain until admin. purpose served, then destroy.	11-12-63415 revision 1	
INTERDEPARTMENTAL REQUISITION AND INVOICE (WSU 1017) Provides a record of approval for interdepartmental purchasing transactions.	Vendor Department* 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.	11-12-63416 Secondary copy under 11-12-63416	
PHOTOCOPIER EQUIPMENT REQUEST (WSU 1340) Form used to document copier needs to purchase copy equipment.	Department* Purchasing (secondary copy)	Retain for 2 years after end of fiscal year, then destroy. Retain for 1 year after action taken, then destroy.	11-12-63419 Secondary copy under 11-12-63419	
PURCHASE AUTHORITY Authority for a state agency to accomplish its own purchases. May be state form GEN-PUR-007 or similar agency-specific form.	Controller* Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy. Retain for 2 years after admin. purpose served, then destroy.	GS 06002 Secondary copy under GS 06002	Essential
SUPPLY AND EQUIPMENT REQUESTS Internal WSU documents used to request the purchase of supplies and equipment.	Department*	Retain for 30 days after date of receipt, then destroy.	GS 06001	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Purchasing Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
TELECOMMUNICATIONS SERVICE REQUESTS Provides a record of online requests to move, change, disconnect, or add new telecommunications services, including telephone, voicemail, and Ethernet.	Information Technology Services* (digital media) Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy. Retain for 1 year after request approved or denied, then destroy.	11-12-63428 Secondary copy under 11-12-63428	

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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>CONVERSION/CONSERVATION -- ARCHIVAL RECORDS 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"> • Migration of digital records (e.g., mapping schemas, testing reports); • Digitization of paper-based records (e.g., tests, inspection results); • Microfilming of digital and/or paper-based records (e.g., arrangement of originals, guide sheets); • Transfer of magnetic recordings; • Records documenting conservation (repair/stabilization) treatments performed on public records. <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>CONVERSION/CONSERVATION -- NONARCHIVAL RECORDS 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"> • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings; • Records documenting conservation (repair/stabilization) treatments performed on public records. <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>DESTRUCTION OF PUBLIC RECORDS Records relating to the destruction of the University's public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Destruction logs • Affidavits • University authorizations • Certificates/Notices of destruction 	Department*	<p>Retain for life of the University, then destroy.</p>	GS 11005 Rev. 1	Essential
<p>FORMS—ACCOUNTABLE 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>FORMS—DEVELOPMENT 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"> • Job descriptions/specifications/design records • Sample job products/proofs/samples 	Department*	<p>Retain until no longer needed, then destroy.</p>	GS 12001 Rev. 1	

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Records Management Files (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
FORMS -- INVENTORY FILES Inventories of stocks of forms on hand.	Department*	Retain until superseded or obsolete, then destroy.	GS 12003	
RECORDS CONTROL Records relating to the physical and intellectual control of the University's records, including, but not limited to: <ul style="list-style-type: none"> • Essential records lists • Files classifications schemes/guidelines • Inventories • Records center transmittals/retrievals • Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as nonarchival. (For WSU purposes, series includes Schedules—Master Control.) Excludes records covered by: <ul style="list-style-type: none"> • Destruction of Public Records (DAN GS 11005); • Transfer of Legal Custody (DAN GS 11001). 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.	Department*	Retain until no longer needed for University business, then destroy.	GS 11009 Rev. 2	
RETENTION AND DISPOSITION AUTHORIZATION 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.	Procedures, Records, and Forms* Department (secondary copy)	Retain until no longer needed, then destroy. Retain until no longer needed, then destroy.	GS 11003 Rev. 1 Secondary copy under GS 11003 Rev. 1	
SOURCE RECORDS -- IMAGED/MIGRATED (ARCHIVAL) 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: <ul style="list-style-type: none"> • Paper records which are scanned/digitized in accordance with Requirements for the Destruction of Non-Archival Paper Records After Imaging; • Paper records which are microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm; • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.	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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RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>SOURCE RECORDS -- IMAGED/MIGRATED (NONARCHIVAL) 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"> • Paper records which are scanned/digitized in accordance with Requirements for the Destruction of Non-Archival Paper Records After Imaging; • Paper records which are microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm; • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. <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>TRANSFER OF LEGAL CUSTODY 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"> • Transfer of Archival records to Washington State Archives. • Lawful transfer to another government entity (other state agency, local government agency, etc.). 	Department*	Retain for life of the University, then destroy.	GS 11001 Rev.1	Essential

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Research and Sponsored Projects Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>COST SHARING EFFORT INQUIRY REQUEST (WSU 1288) Provides information concerning employees who are anticipated to contribute effort toward cost-sharing obligations of sponsored projects. Used for data collection and entry into the effort certification system.</p>	<p>Sponsored Programs Services*</p> <p>Department (reference copy)</p>	<p>Retain until data entered and verified, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63429</p> <p>Secondary copy under 11-12-63429</p>	
<p>EXPORT CONTROL RECORDS Provides a record of the documentation required to be retained on the exports of commodities, software, or technology from the United States. It also includes a record of any known re-exports, trans-shipment, or diversions of items exported from the United States as per Export Administration Regulation 762.6. Documentation includes export control documents, memoranda, invitations to bid, financial records, etc.</p>	<p>Office of Research Assurances* OR Department*</p>	<p>Retain for 5 years after termination of funding period then destroy.</p>	<p>20-08-69552</p>	
<p>GRANTS RECEIVED BY THE UNIVERSITY Records relating to grant projects and funds received and expended by the University, including any continuous grants. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for Proposals (RFPs), University application; • Notifications of grant awards, fiscal reports and supporting documentation; • Grant monitoring, audit reports, status reports, compliance reports; • Time keeping/time and effort reports and supporting documentation (if required); • Modification requests, progress and status reports; • Related correspondence/communications. <p>Excludes final deliverables/reports covered by:</p> <ul style="list-style-type: none"> • State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table); • Studies (Major) – Final Reports (Unpublished) (DAN GS 10016; see Admin-Exec Lvl Recs table). <p>State Note: If federal retention requirements are shorter than 6 years, the records must still be retained for the minimum 6 years after end of grant period/cycle to satisfy state requirements.</p> <p>WSU Notes:</p> <ul style="list-style-type: none"> • When the department retains an original of an expenditure document; e.g., purchasing card receipt, time or leave report; the department is responsible for ensuring that the document is retained for either the stated cutoff and retention period for the records series (e.g., fiscal year plus 6 yrs.; termination of employment plus 6 yrs.), OR the end of the grant period plus 6 yrs., OR the end of the grant period plus the retention period required by the grant agreement, whichever is longer. • ** Retain all grant documentation for end of grant period plus 6 yrs. OR end of the grant period plus the retention period required by the grant agreement, whichever is longer. • Regarding time/effort records: For federal awards issued prior to Dec. 26 2014, refer to Office of Management and Budget (OMB) Circular A-21. For federal awards issued on or after Dec. 26, 2014, refer to the Code of Federal Regulations, Title 2, Part 200 (2 CFR 200). 	<p>Sponsored Programs Services* OR Department*</p> <p>Department or ORSO (reference copy)</p>	<p>Retain for 6 years after end of funding period/ grant cycle AND completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.), then destroy, except as noted.</p> <p>Retain until admin. purpose served, then destroy</p>	<p>GS 23004 Rev. 1</p> <p>Secondary copy under GS 23004 Rev. 1</p>	<p>Essential</p>

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Research and Sponsored Projects Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>GRANTS RECEIVED BY THE UNIVERSITY -- UNSUCCESSFUL APPLICATIONS</p> <p>Records relating to unsuccessful grant applications made by the University to grant-issuing entities.</p>	<p>ORSO* OR Department*</p> <p>Principal Investigator; Department (reference copy)</p>	<p>Retain until no longer needed for University business, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>GS 23006</p> <p>Secondary copy under GS 23006</p>	
<p>LABORATORY NOTEBOOKS (OR EQUIVALENT RECORDS)—PATENT ISSUED</p> <p>Provides a record of laboratory notebooks or equivalent records that support patents in which the University has an ownership interest.</p>	<p>Principal Investigator*</p> <p>Department (secondary copy)</p>	<p>Retain for 23 years after patent issued, then destroy.</p> <p>Retain for 23 years after patent issued, then destroy.</p>	<p>10-02-62201</p> <p>Secondary copy under 10-02-62201</p>	
<p>RESEARCH DATA</p> <p>Provides a record of compiled research data gathered during the course of a research project, regardless of whether or not funded by a grant or contract. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials.</p> <p>NOTE: This records series does not cover records of research that results in protectable intellectual property to which the University may have an ownership interest. (See DAN 10-02-62202, DAN 10-02-62201, and DAN 10-02-62200.)</p>	<p>Principal Investigator*</p> <p>Department (secondary copy)</p>	<p>Retain for 3 years after project completion, then destroy.</p> <p>Retain for 3 years after project completion, then destroy.</p>	<p>11-12-63435</p> <p>Secondary copy under 11-12-63435</p>	
<p>RESEARCH DATA—POTENTIAL PROTECTABLE INTELLECTUAL PROPERTY (PATENT APPLICATION DENIED)</p> <p>Provides a record of compiled research data gathered during the course of a research project that may result in protectable intellectual property to which the University may have an ownership interest, regardless of whether or not the project is funded by a grant or contract, and for which the patent application was denied. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials.</p> <p>NOTE: If a patent application is reviewed again prior to the end of the retention period and a patent is then issued, retention of the research data moves to "Research Data—Protectable Intellectual Property (Patent Issued)" [DAN 10-02-62200] and retention of the laboratory notebooks (or equivalent records) is moved to "Laboratory Notebooks—Patent Issued" [DAN 10-02-62201].</p>	<p>Principal Investigator*</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after patent application denied, then destroy.</p> <p>Retain for 6 years after patent application denied, then destroy.</p>	<p>10-02-62202</p> <p>Secondary copy under 10-02-62202</p>	
<p>RESEARCH DATA—PROTECTABLE INTELLECTUAL PROPERTY (PATENT ISSUED)</p> <p>Provides a record of compiled research data gathered during the course of a research project that results in protectable intellectual property to which the University may have an ownership interest, regardless of whether or not the project is funded by a grant or contract. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials.</p> <p>NOTE: If a patent is issued, retention of the laboratory notebooks (or equivalent records) is moved to the records series titled "Laboratory Notebooks—Patent Issued" [DAN 10-02-62201].</p>	<p>Principal Investigator*</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after patent issued, then destroy.</p> <p>Retain for 6 years after patent issued, then destroy.</p>	<p>10-02-62200</p> <p>Secondary copy under 10-02-62200</p>	

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Research and Sponsored Projects Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
SPONSORED PROJECT ALLOCATION NOTICE Informs investigators and departments of object allocations and other accounting information regarding grants and contracts.	Dean/Department*	Retain until receipt of notice, then destroy.	11-12-63438	
UNFUNDED PROPOSAL FILE Provides a record of research proposals sent to sponsors and currently unfunded.	Department*	Retain for 2 years after end of fiscal year, then destroy.	11-12-63439	

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RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>ACCIDENT PREVENTION PROGRAM Intended to reduce work hazards, promote well-being of personnel and lower industrial accidents.</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 Secondary copy under 11-12-63617</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>	
<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. 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*</p>	<p>Retain for 30 years after activity, then destroy.</p>	<p>11-12-63619 Rev. 1</p>	<p>Essential</p>

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Safety Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<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.</p>	<p>Facilities Services*</p> <p>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. 3</p> <p>Secondary copy under 10-12-62325 Rev. 3</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>	Controlled substance registrant*	Retain for 2 years after bottle emptied, then destroy.	99-08-59225 Rev. 1	
<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>	Controlled substance registrant*	Retain for 2 years after end of fiscal year in which book completed, then destroy.	99-08-59224 Rev. 1	
<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>	Controlled substance registrant*	Retain for 2 years after end of fiscal year, then destroy.	99-08-59219 Rev. 1	
<p>DRINKING WATER BACTERIOLOGICAL DATA Provides a record of bacteria levels in public water systems. Requirement to retain records and length of retention is in accordance with Washington Department of Health (DOH) rules, WAC 246-290-480(1)(a).</p>	<p>Facilities Services*</p> <p>EH&S (reference copy)</p>	<p>Retain for 5 years after end of calendar year then destroy</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-07-59791 Rev. 2</p> <p>Secondary copy Under 00-07-59791 Rev. 2</p>	
<p>DRINKING WATER CHEMICAL ANALYSIS DATA Provides a record of chemical levels in public water systems. Requirement to retain records and length of retention is based upon DOH rules, WAC 246-290-480(1)(a).</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>11-02-62415 Rev. 1</p> <p>Secondary copy Under 11-02-62415 Rev. 1</p>	
<p>DRINKING WATER CHLORINATION AND FLUORIDATION REPORTS Provides a record of chlorination and fluoridation 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*</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>00-07-59788 Rev. 3</p> <p>Secondary copy Under 00-07-59788 Rev. 3</p>	

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RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p>DRINKING WATER SYSTEM PLAN Provides a record of strategic and comprehensive plans for the administration, reorganization, and/or operation of WSU-controlled drinking water systems. (Length of retention in accordance with WAC 246-290-100(10). Applicable system criteria specified in WAC 246-290-100(2).)</p>	<p>EH&S*</p> <p>Facilities Services (secondary copy)</p>	<p>Retain for 6 years after superseded or system no longer meets WAC criteria, then Transfer to Archives for appraisal and selective retention.</p> <p>Retain for 6 years after superseded or system no longer meets WAC criteria, then destroy.</p>	<p>10-12-62319</p> <p>Secondary copy under 10-12-62319</p>	<p>Archival (appraisal required)</p> <p>Essential</p>
<p>DRINKING WATER SYSTEMS SURVEYS AND SPECIAL PURPOSE INVESTIGATION REPORTS Provides a record of inventory of WSU public water systems issued by the DOH. Includes comprehensive system evaluations, source meter readings, and sanitary surveys. Requirement to retain records and length of retention is per DOH rules, WAC 246-290-480(1)(a).</p>	<p>Facilities Services*</p> <p>EH&S (reference copy)</p>	<p>Retain for 10 years after end of calendar year then destroy</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-07-59789 Rev. 2</p> <p>Secondary copy Under 00-07-59789 Rev. 2</p>	
<p>DRUG ENFORCEMENT ADMINISTRATION (DEA) REPORT Provides a record of the retention and disposition of drugs used in animal care and testing.</p>	<p>Controlled substance registrant*</p>	<p>Retain for 2 years after report submitted, then destroy.</p>	<p>99-08-59222 Rev. 1</p>	
<p>FALL PROTECTION WORK PLAN Documents actions taken to prevent falls. Required of persons when working ten or more feet above the ground, water surface or the level below.</p>	<p>Environmental Health & Safety (EH&S)*</p> <p>Department (secondary copy)</p>	<p>Retain for 1 year after end of fiscal year, then destroy.</p> <p>Retain until completion of work, then destroy.</p>	<p>11-12-63622</p> <p>Secondary copy under 11-12-63622</p>	
<p>FIRST AID / CARDIOPULMINARY RESUSCITATION (CPR) / AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINING RECORDS Provides a record of first aid, and CPR/AED training including class rosters and training exam results.</p>	<p>University Recreation* OR EH&S</p> <p>WSU Children's Center; American Red Cross (reference copies)</p>	<p>Retain for 5 years after date of training, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-08-59834 Rev. 1</p> <p>Secondary copy under 00-08-59834 Rev. 1</p>	
<p>FOOD SERVICE ESTABLISHMENT INSPECTION REPORTS Provides a record of EH&S or local area health department inspections of WSU food service facilities for cleanliness and safety. (WAC 246-215) (Also see Food Service Establishment Permits, DAN #00-07-59784.)</p>	<p>EH&S*</p> <p>Department that operates a food service establishment (reference copy)</p>	<p>Retain for 6 years after date of inspection, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>00-07-59783 Rev. 1</p> <p>Secondary copy under 00-07-59783 Rev. 1</p>	
<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>	

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Safety Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<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>FULL-SIZE VAN DRIVER STATEMENTS (WSU 1426, 1427) Provides a record of driver and manager/supervisor acknowledgment of risks, responsibilities, and recommended safe driving practices for operating passenger vans. Includes the Full-Size Van Driver Safe Driving Practices Acknowledgment Statement and the Full-Size Van Driver Valid License to Drive and Driving Experience Statement.</p>	<p>Department*</p>	<p>Retain for 3 years after termination of WSU affiliation, then destroy.</p>	<p>11-12-63633</p>	
<p>FULL-SIZE VAN DRIVER STATEMENTS—VAN DRIVERS WHO DRIVE MINORS (WSU 1426, 1427) 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 the Full-Size Van Driver Safe Driving Practices Acknowledgment Statement and the Full-Size Van Driver Valid License to Drive and Driving Experience Statement.</p>	<p>Department*</p>	<p>Retain for 21 years after termination of WSU affiliation, then destroy.</p>	<p>11-12-63634</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>
<p>HAZARD NOTIFICATION (WSU 1247) Reports of safety hazards or unsafe practices.</p>	<p>Environmental Health & Safety*</p> <p>Department (secondary copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p> <p>Retain for 2 years after end of fiscal year, then destroy.</p>	<p>11-12-63625</p> <p>Secondary copy under 11-12-63625</p>	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Safety Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
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*	Retain for 6 years after claim resolved, then destroy.	11-12-63628	Essential
	Environmental Health & Safety (secondary copy)	Retain for 6 years after end of calendar year, then destroy.	Secondary copy under 11-12-63628	
	Safety Committee (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.	Secondary copy under 11-12-63628	
INDUSTRIAL ACCIDENT WITNESS STATEMENT Used by a witness to provide a written account of an accident involving WSU personnel.	Human Resource Services--Benefits*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63631	
	Department (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.	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*	Retain for 3 years after end of calendar year, then destroy.	00-08-59871 Rev. 1	
	Department (reference copy)	Retain until admin. purpose served, then destroy.	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
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.	Department that operates an air emission source permitted facility*	Retain for 5 years after life of facility, then destroy.	00-07-59787 Rev. 1	
	EH&S (secondary copy)	Retain for 5 years after life of facility, then destroy.	Secondary copy under 00-07-59787 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Safety Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<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.</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. 2</p> <p>Secondary copy Under 00-07-59785 Rev. 2</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>	
<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>	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Safety Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<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>	Department*	Retain for 30 years after superseded or 30 years after chemicals covered by record are no longer used, then destroy.	GS 09017 Rev. 1	Essential
<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>	Department* Office of Emergency Management (reference copy)	Retain for 6 years after date of drill or exercise, then destroy. Retain until admin. purpose served, then destroy.	GS 25002 Rev. 1 Secondary copy under GS 25002 Rev. 1	
<p>SAFETY ORIENTATION CHECKLIST (WSU 1249) Documents review of safety procedures.</p>	Department*	Retain for 2 years after end of fiscal year, then destroy.	11-12-63640	
<p>SELF-INSPECTION WORKSHEET Documents findings and corrective actions resulting from self-inspection of the work area.</p>	Environmental Health & Safety* Department (secondary copy)	Retain for 6 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention. Retain for 2 years after end of fiscal year, then destroy.	11-12-63641 Secondary copy under 11-12-63641	Archival (appraisal required)
<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>	Environmental Health & Safety* Controller's Office (secondary copy)	Retain for 50 years after termination of contract, then destroy. Retain for 6 years after termination of contract, then destroy.	00-07-59776 Rev. 1 Secondary copy under 00-07-59776 Rev. 1	
<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>	Facilities Services* EH&S (reference copy)	Retain for 3 years after end of calendar year then destroy Retain until admin. purpose served, then destroy.	00-07-59793 Rev. 1 Secondary copy Under 00-07-59793 Rev. 1	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Safety Records (Revised 09-20)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<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:</p> <ul style="list-style-type: none"> • Chemical and biological indicator test results; • Sterilizer maintenance and wrapping; • Load numbering of packs. <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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>	
<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>	<p>Department*</p>	<p>Retain for 2 years after end of calendar year, then destroy.</p>	<p>GS 03051</p>	

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
<p>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: .</p> <ul style="list-style-type: none"> • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. <p>Excludes records covered by Entry/Exit Logs -- Facilities (DAN GS 25007).</p>	Department*	Retain for 6 years after termination of access, then destroy.	GS 25001 Rev. 1	Essential
<p>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:</p> <ul style="list-style-type: none"> • 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
<p>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.</p>	Department*	Retain for 6 years after matter resolved/recovery complete, then destroy.	GS 25005	
<p>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.</p>	Department*	Retain for 6 years after matter resolved/recovery complete, then Transfer to Archives for appraisal and selective retention.	GS 25006	Archival (appraisal required)
<p>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:</p> <ul style="list-style-type: none"> • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i> 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.</p>	<p>Department*</p> <p>Campus Police or Security OR Local Police/Fire Dept.; Emergency Management Office (secondary copies)</p>	<p>Retain for 3 years after obsolete or superseded, then destroy.</p> <p>Retain until superseded, then destroy.</p>	<p>GS 14010 Rev. 2</p> <p>Secondary copy under GS 14010 Rev. 2</p>	Essential

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
<p>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:</p> <ul style="list-style-type: none"> • Keycard transaction logs; • Secure area logs (such as safe logs); • Visitor books/logs. <p>Excludes records covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008).</p>	Department*	Retain for 6 years after end of fiscal year, then destroy.	GS 25007	
<p>KEY ASSIGNMENT RECORD (WSU 1210) Provides a record of all keys assigned to an individual.</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 1 year after termination of employment, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63615</p> <p>Secondary copy under 11-12-63615</p>	
<p>KEY ROSTER (WSU 1264) Provides a record of all key holders assigned a specific key.</p>	<p>Department*</p> <p>Department (reference copy)</p>	<p>Retain for 1 year after key removed from service, then destroy.</p> <p>Retain until admin. purpose served, then destroy.</p>	<p>11-12-63616</p> <p>Secondary copy under 11-12-63616</p>	
<p>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:</p> <ul style="list-style-type: none"> • 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	
<p>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:</p> <ul style="list-style-type: none"> • Alarm reports; • Audio/visual recordings (digital or analog); • Security patrol logs. <p>Excludes records covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008).</p> <p>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.</p>	Department*	<p>Retain for 30 days after date record created</p> <p>OR</p> <p>until determined that no security incident has occurred, <i>whichever is sooner</i>, then destroy.</p>	GS 25003 Rev. 1	

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>ACADEMIC CATALOG AND CLASS SCHEDULE 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>ACADEMIC COUNSELING FILES 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>ACTIVITY/CLUB/TRIP RECORDS 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>ADMISSION APPLICATION MATERIALS—NOT ENROLLED* 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>CLASS EXAMINATIONS, PAPERS, ASSIGNMENTS, AGREEMENTS, CORRESPONDENCE 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>COLLEGE AND UNIVERSITY RESIDENCE QUESTIONNAIRE (UNDERGRADUATE STUDENTS) 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>	

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
COMPLAINT FILE 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.	Campus Student Affairs*	Retain for 3 years after complaint resolved, then destroy.	92-10-51358 Rev. 1	
	Multicultural Student Svcs. (secondary copy)	Retain for 1 year after complaint resolved, then destroy.	Secondary copy under 92-10-51358 Rev. 1	
CONTINUING EDUCATION 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.	Department*	Retain for 6 years after end of fiscal year then destroy.	91-04-47849 Rev. 1	Relocated from College of Nursing—Fin. & Admin. Svcs. and expanded description.
COURSE HISTORY FILES Provides a record of the content of approved academic courses. May include course descriptions, sample examinations, textbook lists, bibliographies, syllabi, class presentation material, etc.	Academic Department*	Retain until course discontinued, then Transfer to Archives for appraisal and selective retention.	11-12-63442	Archival (appraisal required)
CURRICULUM DEVELOPMENT FILE Committee minutes, annual reports, faculty development reports, major and minor course changes, and related information.	Department*	Retain for 5 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.	11-12-63443	Archival (appraisal required)
DAILY ELIGIBILITY REPORTS 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.	Compliance Office (Athletics)*	Retain for 1 year after end of fiscal year, then destroy.	98-10-58849	
	Registrar (reference copy)	Retain until admin. purpose served, then destroy.	Secondary copy under 98-10-58849	
DISABLED STUDENT FOLDERS 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.	Campus Disability Support Services* OR Campus Student Affairs*	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.	95-09-55849 Rev. 3	
ELECTION RECORDS--ASSOCIATED STUDENTS OF WASHINGTON STATE UNIVERSITY Provides a record of election processes and results of voting by WSU students for student government officers.	Campus Student Involvement* OR Campus Student Affairs*	Retain for 5 years after end of academic year, then destroy.	09-09-62112 Rev. 1	
ELECTRONIC PROSPECTIVE STUDENT DATA Database provides a record of prospective student data for recruitment purposes only . 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.	Campus Admissions Office*	Retain until admin purpose served, then destroy.	02-07-60395 Rev. 3	
	Department (reference copy)	Retain until admin. purpose served, then destroy.	Secondary copy under 02-07-60395 Rev. 3	

RECORDS

90.01 - Tables

Procedures, Records, and Forms

509-335-2005

BUSINESS POLICIES AND PROCEDURES MANUAL

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>EMERGENCY NOTIFICATION 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>EMPLOYEE TUITION WAIVER FILES 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>ENROLLMENT AND STATUS CHANGES 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>FEE WAIVER FILE 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>GRADE FILES 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>	

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
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	

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
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	

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
STUDENT FINANCIAL AID RECORDS 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	
STUDENT FOLDERS 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	
STUDENT INFORMATION SYSTEM (SIS)—ENROLLMENT DATA 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	
STUDENT INFORMATION SYSTEM (SIS)—STUDENT DATA 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	
STUDENT TRANSCRIPTS 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
SUMMER SESSION INFORMATION 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	
VETERANS' RECORDS 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	
WRITING ASSESSMENT FILES 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	

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Travel Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
RENTAL VEHICLE CREDIT CARD LOG PC-based program tracking department credit cards.	Department*	Retain for 1 year after card cancellation, then destroy.	16-06-68990	
TRAVEL Records documenting travel undertaken by employees and nonemployees. Includes, but is not limited to: <ul style="list-style-type: none"> • Travel authorizations; • Arrangements (including visas for overseas travel); • Travel receipt documentation; • Reimbursement of expenses (including advance payments). For WSU purposes, this series also includes Travel Authority requests, Travel Expense Vouchers, travel rosters, international travel registries, and other travel-related reports.	Department* (official record) Department (reference copy)	Retain for 6 years after end of fiscal year in which travel was completed, then destroy. Retain until admin. purpose served, then destroy.	GS 07001 Rev. 2 Secondary copy under GS 07001 Rev. 2	