Department Records Retention Schedule

WASHINGTON STATE UNIVERSITY

This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name	Office I.D. #	Records Coordinator	Telephone	E-Mail
Alcohol and Drug Abuse Research Program	8180	Jenny Baylon	335-5676	jenny_baylon@wsu.edu
University Records Officer	**University Records Officer Signature**		**Date Approved**	
Deborah L. Bartlett			June, 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Grants Issued by the University—Applications (Denied) Records relating to grant applications that were denied by the University. Includes, but is not limited to: • Applications; • Grant evaluation summaries; • Letters of denial; • Related correspondence/communications. For WSU purposes, this series includes Alcohol and Drug Research Program grants and grant programs.		Retain for 1 year after grant application denied, then destroy.	GS 23002 Rev. 1	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Grants Issued by the University—Applications (Successful) Records relating to grants administered and/or issued by the University, including continuous grants. Includes, but is not limited to: • Announcement parameters, applications, evaluation summaries; • Notification of grant awards, project status, fiscal reports; • Grant monitoring, audit reports; • Modifications and amendment requests; • Progress and compliance reports prepared and submitted by the grantee; • Related correspondence/communications. Excludes final deliverables/reports received covered by: • State Publications (DAN GS 15008; see All-Univ Recs Rtn Schedule--Admin-Pub Affs & Pub Discl Recs); • Studies (Major) – Final Reports (Unpublished) (DAN GS 10016; see All-Univ Recs Rtn Schedule--Admin-Exec Lvl Recs). For WSU purposes, this series includes Alcohol and Drug Research Program grants and grant programs.		Retain for 6 years after end of funding period/ grant cycle *and* completion of all grant requirements *for that cycle*, then destroy.	GS 23001 Rev. 1	Essential
Grants Issued by the University—Program Administration Records relating to the University's administration of grant programs. Includes, but is not limited to: • Fiscal reports; • Auditing reports; • Related correspondence/communications. Excludes records covered by: • Advertising and Promotion (DAN GS 05006; see All-Univ Recs Rtn Sched--Pub Affairs and Pub Disclosure Recs); • Student Financial Aid Records (DAN 99-03-59042; see All-Univ Recs Rtn Sched--Student Recs).		Retain for 6 years after end of funding period/ grant cycle, then destroy.	GS 23003 Rev. 1	