

Department Records Retention Schedule



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 Alumni Association	Office I.D. # 1220	Records Coordinator Linda Linehan	Telephone 335-6908	E-Mail Click or tap here to
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 1, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Alumni Board Meeting Minutes Documents actions of board.		Retain for 20 years after end of calendar year then Transfer to Archives for appraisal and selective retention.	79-1-21899	Archival (appraisal required)