

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.

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Office Name Bursar—Cashier	Office I.D. # 1450	Records Coordinator Debbie Stellyes	Telephone 335-6789	E-Mail
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 29, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Authority of Guarantees Record of correspondence from departments requesting guarantees of fees on student accounts.		Retain for 6 years after tuition expiration, then destroy.	79-11-23873 Rev. 2	
Cancellation of Enrollment Support for cancellation without refund.		Retain for 6 years after end of fiscal year, then destroy.	79-11-23876 Rev. 1	
Guarantee Account Files Provides a record of transactions to and from guarantee accounts. Includes working files for guarantee payments.		Retain for 6 years after end of fiscal year, then destroy.	79-11-23884 Rev. 2	