

# 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 Accounts Payable	Office I.D. # 1070	Records Coordinator Gerik Kimble	Telephone 335-2041	E-Mail
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<b>Vendor Payment Information</b> Records relating to vendor payment information. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• IRS Form W-9;</li> <li>• Vendor Registration Forms;</li> <li>• Electronic Funds Transfer Authorization Forms.</li> </ul>		Retain for 6 years after final, then destroy.	GS 01066 Rev. 1	