

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 General Accounting/Revenue	Office I.D. # 2110	Records Coordinator Robert Wright	Telephone 335-2024	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
Transmittal Letters to Bank Support for Disbursement of payroll to bank.		Retain for 6 years after end of fiscal year, then destroy.	74-10-7079 Rev. 1	