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
Sponsored Program Services	2980	Kim Small	335-2047	kksmall@wsu.edu

University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	D Bartlett	June 29, 2016

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Daily Cash Balance Report/Revenue Pool Accounts Daily cash balance report used in the preparation and submission of daily cash draws to sponsoring agencies.		Retain for 1 year after end of fiscal year, then destroy.	95-07-55765 Rev. 1	
Federal Indirect Cost Rate Agreement Contains the indirect cost rate, period, base, and application for charging federally sponsored projects both on- and off-campus.		Retain for 6 years after superseded, then destroy.	95-07-55767	