

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 Carson College of Business	Office I.D. # 0012	Records Coordinator Cheryl Oliver	Telephone 335-2363	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
Masters Papers Files Projects completed by students in partial fulfillment of master's requirement for non-thesis degrees. Includes business plans, portfolio or other documents related to the "final program requirement," but does not include papers for course work outside of the graduation requirement.		Retain for 5 years after departure of student, then destroy.	83-01-31118 Rev. 1	