

# 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 Elson S. Floyd College of Medicine	Office I.D. # 0008	Records Coordinator Brett Oglesbee	Telephone 509-358-6651	E-Mail boglesbee@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 2, 2021	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p><b>Willed Body Program—Donor Files</b></p> <p>Used to monitor status of active body donations and inactive donors whose bodies have been cremated. These files are housed in the Elson S. Floyd College of Medicine, WSU Spokane. Cadavers are usually kept up to four years. Some cadavers are leased to other learning institutions.</p> <p>Files may include:</p> <ul style="list-style-type: none"> <li>• donation consent forms;</li> <li>• donor personal information and health history;</li> <li>• information about disposition of remains after cremation;</li> <li>• documentation of agreement with other institutions if cadavers are loaned;</li> <li>• documentation for monitoring status of prosected parts from selected cadavers.</li> </ul>	Donor	Retain for 6 years after cremation, then destroy.	84-12-34784 Rev. 3	