

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 College of Nursing—Finance and Administrative Services	Office I.D. # 0006	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 5, 2019	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Nursing Student Folders</p> <p>Provides a reference record of each nursing student's progress towards a degree. For undergraduates includes: photograph, departmental and transfer transcripts, application, immunization forms, WSP forms, post-admission questionnaire, evaluations, final performance summary, resume, and exit questionnaire. For graduates includes: application packet, program of study, GREs, thesis abstract, departmental transcripts, evaluations.</p> <p>Note: After folder contents are microfilmed and verified, the microfilm copy is retained under Purged Nursing Student Folders [DAN #16-06-68989]. Paper copies of folder documentation may be destroyed after microfilm is verified.</p>		Retain for 5 years after student graduates, transfers, or quits, then microfilm and verify, then destroy, as noted.	91-04-47846 Rev. 2	
<p>Purged Nursing Student Folders</p> <p>Microfilm copy reference record of each student's progress towards a degree. For undergraduate includes: photograph, final transcript with degree posted, application, post-admission questionnaire, final performance summary, resume, and exit questionnaire. For graduates includes: final transcript with degree posted, application packet, approved program of study, transfer work, GREs, thesis abstract, evaluations.</p>		Retain for 30 years after student graduates, transfers, or quits, then destroy.	16-06-68089	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>School Nurse Certification Existing records of students who completed the certification process through ICNE will be retained. Beginning January, 1995, Olympia will be handling SN certification.</p> <p>Note: Responsibility for school nurse certification was moved to Office of the Superintendent of Public Education in Olympia, effective January 1995. The College of Nursing is responsible for maintaining existing school nurse certification files until the end of the retention period. (The series will be removed from the College of Nursing retention schedule after January 2025).</p>		Retain for 30 years after completion or withdrawal, then destroy.	91-04-47850 Rev. 1	