

# 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 Pharmacy	Office I.D. # 0015	Records Coordinator Sarah Kohler	Telephone 509-358-7673	E-Mail skohler@wsu.edu
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
<b>Continuing Education Post-Tests/Evaluations</b> Provides a record of certification of completion of continuing education credits by pharmacists as required by the American Council of Pharmacy Education.		Retain for 6 years after end of fiscal year, then destroy.	93-11-53331	