

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 Cougar Card Center	Office I.D. # 7220	Records Coordinator Terry Quinn	Telephone 335-8077	E-Mail terry.quinn@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
<p>Biometric Profile Data</p> <p>Provides a record of mathematical representation of fingerprints or other unique physical characteristics (also referred to as "biometric profile") used for identity verification to support physical security (e.g., door access) and fiscal transaction (e.g., purchases from campus vendors) systems. The biometric profile data system is ancillary to the card system used for door access and fiscal transactions.</p> <p>Excludes card system records covered by Authorization -- Building/Facility Access (DAN GS 25001; see All-Univ Rtn Sched--Security Recs table) and Authorization -- Systems/Telecommunications Access (DAN GS 14012; see All-Univ Rtn Sched--Info Svcs Recs table).</p>		Retain for 3 months after related card account/access is terminated, then destroy.	17-06-69054	