

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 Dining Services	Office I.D. # 1970	Records Coordinator Erin Kawamata	Telephone 335-5498	E-Mail erin.kawamata@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
Dining Services Employee Acknowledgment Files Provides a record of Dining Services employee acknowledgments of receipt of position manuals (e.g., cashier manual, student employee handbook, work area lead manual), understanding of position responsibilities, and training in equipment use.		Retain for 6 years after termination of employment, then destroy.	03-11-60605 Rev. 1	
Dining Services Incident Reports Provides a record of incidents occurring within unit, e.g., theft, vandalism, disruptions.	Dining Services unit office (secondary copy)	Retain for 4 years after end of fiscal year, then destroy.	96-05-56648	
Interunit Transfer Vouchers Provides a record of transfers of products or labor between Dining Service units.	Dining Services unit office (secondary copy)	Retain for 1 year after end of fiscal year, then destroy.	96-05-56656 Rev. 1	
Student Employee Earned Meal Slip Provides verification that a student employee is eligible for a meal during their work shift. Note: Dining Services unit office is official record holder.		Retain until end of activity, then destroy.	96-05-56678 Rev. 1	