

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 WSU Energy Program	Office I.D. # 8388	Records Coordinator	Telephone 360-956-2047	E-Mail
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>Bonneville Power Administration Electric Ideas Clearinghouse, Program Files</p> <p>Provides a record of Clearinghouse program files, including: Original referral directory application forms that provide client approval to be listed in the referrals directory electronic database; chronological correspondence files; telephone billing and summary reports; Clearinghouse program reports; and Clearinghouse mailing lists and documentation.</p>		Retain for 4 years after termination of participation, then destroy.	93-04-52259 Rev. 2	
<p>Bonneville Power Administration (BPA), Project Design Assistance Working Files</p> <p>Provides documentation of contacts with commercial developers and their design teams, phone conversations with building developers, design assistance with contractors and Bonneville Power Administration. Copies of task orders and correspondence, used by Energy Program staff to answer public inquiry and requests for information.</p>		Retain for 4 years after termination of project, then destroy.	91-12-49504 Rev. 2	
<p>Building Energy Consumption Performance Standards</p> <p>Records notes on general content of Building Energy Performance Standards critique.</p>		Retain for 3 years after end of fiscal year, then destroy.	80-05-24863 Rev. 1	

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<p>District Heating Planning and Development Documents Energy Program's role in promoting district heating processes to potential users. It includes district heating feasibility studies, publications and reports of implementation of district heating plans.</p>		<p>Retain for 15 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.</p>	<p>91-02-47406 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>Energy Edge, Program Activity History Files Provides documentation on program activity and data information of Energy Program sponsored buildings under BPA's regional program investigating cost effective energy conservation measures for new commercial buildings.</p>	<p>BPA, Lawrence Berkeley Labs (LB&L), Portland Energy Conservation, Inc. (PECI)</p>	<p>Retain for 8 years after close of program then Transfer to Archives for appraisal and selective retention.</p>	<p>92-06-50663 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>Energy Program / Power Washington Settlement Files Provides a record of the Power Washington/Washington State Energy Office (WSEO) portion of a settlement with Exxon Corp., as a result of a lawsuit brought against Exxon by the Department of Energy (DOE). Distribution of settlement monies was transferred to the Energy Program from the WSEO, effective July 1998. File includes background information, settlement papers, and budget planning for the portion of monies redistributed to the Energy Program as part of the settlement.</p>		<p>Retain for 25 years after completion of settlement, then hold until release permission obtained from DOE (per 10 CFR 210.1(5)), then destroy.</p>	<p>99-08-59239</p>	
<p>Geothermal Development and Planning Provides detailed information on geothermal legislation, research, development and planning. Lists location of geothermal exploration. Records interaction between the Oregon Institute of Technology and the Energy Program.</p>	<p>Oregon Institute of Technology (official copy)</p>	<p>Retain for 6 years after end of fiscal year, then destroy.</p>	<p>80-04-24639 Rev. 2</p>	

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<p>Geothermal Resources, Research, and Development—State, National, and International</p> <p>Provides a comprehensive view of northwest, national and international geothermal resources and development. Includes feasibility studies, reports and planning studies which identify areas of potentials exploration and development of geothermal resources.</p>		<p>Retain for 15 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.</p>	<p>91-02-47405 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>Manufactured Housing Acquisition Program (MAP), In-Plant Checklists and Approval Notices</p> <p>These files provide documentation from Washington Mobile Home Manufacturers regarding building specifications, check lists and building serial numbers. This data is required by contract to ensure MAP certification, and is also used to compile quarterly reports as part of the Bonneville Power Administration’s Super Good Cents program.</p>	<p>Manufacturer’s utilities (issuing agencies)</p>	<p>Retain for 7 years after program close, then destroy.</p>	<p>93-07-52592 Rev. 2</p>	
<p>Northwest Energy Code Program Files</p> <p>These files document the inquiries by builders and building officials regarding questions concerning the Northwest Energy Code. Includes duplicate summary reports of the number of calls received, sent to the International Conference of Building Officials.</p>		<p>Retain for 2 years after close of contract, then Transfer to Archives for appraisal and selective retention.</p>	<p>92-01-49649 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>Renewable Energy System Incentive Program Applications</p> <p>Provides a record of new or renewed applications received for participation in the Renewable Energy System Incentive program.</p>		<p>Retain until end of calendar year 2032 or 3 years after end of the program, then destroy.</p>	<p>19-06-69371</p>	
<p>Renewable Energy System Incentive Program History Files</p> <p>Provides documentation on energy production and other data collected relating to the program.</p>		<p>Retain until end of calendar year 2032 or 3 years after end of the program, then Transfer to Archives for appraisal and selective retention.</p>	<p>19-06-69372</p>	<p>Archival (appraisal required)</p>

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<p>United States, Western Regional Energy Policy Provides a record of technologies for conserving energy in Washington State.</p>	<p>University of Washington</p>	<p>Retain until superseded, then Transfer to Archives for appraisal and selective retention.</p>	<p>90-10-46798 Rev. 1</p>	<p>Archival (appraisal required)</p>
<p>Washington State Energy Code Development, Evaluation, and Finalization Materials Documents the Energy Program's efforts and role in the creation and evaluation of the Washington State Energy Code and the final adoption of the Code by the Legislature. Includes documentation of: All actions and proceedings involved in Code creation; the Energy Program's role in the distribution of the instruction manual and the Code to all interested parties; efforts to assist in technical evaluation of the Code; and inquiries by builders, building officials, and general public regarding questions concerning the Code on Washington Ventilation and Indoor Air Quality Codes. (Revision 3: This revision updates the title and description of this series in order to consolidate the related secondary copies under this DAN.)</p>		<p>Retain for 6 years after end of fiscal year, then destroy.</p>	<p>81-02-27269 Rev. 3</p>	
<p>Washington State Energy Consumption and Production Provides historical statistics of the consumption and production of all fuels by Washington State.</p>	<p>University of Washington, WA State Library</p>	<p>Retain until superseded, then Transfer to Archives for appraisal and selective retention.</p>	<p>90-10-46797 Rev. 1</p>	<p>Archival (appraisal required)</p>