

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

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|---|--|------------------------------------|--------------------------------|-------------------------------|
| Office Name Facilities Services | Office I.D. # 0021 | Records Coordinator Anne Pinard | Telephone 335-3766 | E-Mail anne_pinard@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>Backflow Incidents and Cross-Connection Control Annual Reports Provides a records of drinking water system backflow incidents and annual cross-connection program summary reports. (Length of retention is in accordance with WAC 246-290-490(8)(a)(iii))</p> | | Retain for 5 years after end of fiscal year, then destroy. | 07-05-61517 | |
| <p>Cross-Connection Control Inventory Information Provides a record of inventory information on approved air gaps installed in lieu of approved public water supply assemblies, approved backflow assemblies, approved atmospheric vacuum breakers (AVBs) used for irrigation system applications, and associated information in accordance with WAC 246-290-490. (Length of retention is in accordance with WAC 246-290-490(8)(a)(ii))</p> | | Retain for 5 years after end of fiscal year OR Until end of life of approved backflow preventer (whichever is shorter), then destroy. | 07-05-61518 | |
| <p>Daily Source Meter Readings Provides a record of daily water source meter readings for WSU-controlled drinking water systems. (A daily source meter measures total output of a water source over the period of one day, in accordance with WAC 246-290-010.) (Length of retention is in accordance with WAC 246-290-480(1)(a))</p> | | Retain for 10 years after end of fiscal year, then destroy. | 07-05-61519 | |

Department Records Retention Schedule: Facilities Services

June 14, 2017

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|---|--------------------------|--|---------------------------|--------------------------------|
| <p>Master List of Service Connections and/or Consumer's Premises Provides a master list of water system service connections and/or consumer's premises where WSU relies upon approved backflow preventers to protect the public water system from contamination. Includes the assessed hazard level of each and the required backflow preventer. (Length of retention is in accordance with WAC 246-290-490(8)(a)(i))</p> | | <p>Retain for 2 years after service connections and premises no longer pose a cross-connection hazard to WSU-controlled drinking water system, then destroy.</p> | <p>07-05-61520</p> | |