

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 Faculty Senate	Office I.D. # 3310	Records Coordinator Elizabeth Doyle	Telephone 335-8350	E-Mail faculty.senate@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
Faculty Senate Files Provides a record of correspondence, reports, and documentation related to Faculty Senate activities and actions for history and planning. Includes official Senate meeting minutes; standing committee materials and actions; agendas, correspondence, memos, and reports; ballots for Senate officers and committee members; rosters of Senators with a constituency and other demographic detail (used for eligibility for Senate).	Various Committee Chair (official copies)	Retain permanently.	75-2-9325 Rev. 1	
Tenure and Promotion File The criteria for tenure and promotion consideration of the academic unit located in a neutral, central location to be accessible to anyone.	Various Academic Units (official copies)	Retain permanently.	85-9-36079	
Faculty Status Committee				
Faculty Case Files Provides record of faculty complaint adjudication and investigation. (NOTE: Records are held by the Faculty Status Committee.)	Faculty Status Committee*	Retain for 5 years after case resolved, then destroy.	92-10-51361 Rev. 1	

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June 14, 2017

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<p>Faculty Status Committee Annual Report Provides a summary of the activities of the Faculty Status Committee for a given academic year.</p>		<p>Retain for 25 years after end of academic year then Transfer to Archives for appraisal and selective retention.</p>	<p>92-10-51363 Rev. 1</p>	<p>Archival (appraisal required)</p>