Department Records Retention Schedule

WASHINGTON STATE UNIVERSITY

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	Office I.D. #	Records Coordinator	Telephone	E-Mail
Executive Vice President for Finance and Administration	0020		335-5524	VPFA@wsu.edu

University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	D Bartlett	June 29, 2016

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
External/Professional Organizations Provides a record of associations with external organizations.	External organization (official copies)	Retain for 2 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.	93-09-52936	Archival (appraisal required)