

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 Government Relations	Office I.D. # 7210	Records Coordinator Michele McCarver	Telephone 335-5756	E-Mail mmccarver@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>Federal Lobbying Activity Quarterly Report (WSU 1366) Provides a record of contacts between University personnel and federal officials, such as Members of either House of Congress, high-level executive branch officials, or high-level federal agency officials. (2USC1605)</p>		Retain for 6 years after end of semiannual period, then destroy.	00-10-59931	
<p>Legislation – Development and Analysis Records relating to the development of University request legislation and analysis of the impact on the University of any legislation (federal or state). Includes, but is not limited to: <ul style="list-style-type: none"> • Bill drafts • Fiscal notes • Bill analysis reports • Related correspondence/communications Excludes records covered by: <ul style="list-style-type: none"> • Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002); • Reporting to External Agencies (Mandatory) (DAN GS 19004; see All-Univ Recs Rtn Schedule--Admin-General Office Recs). </p>		Retain for 2 years after end of legislative session, then Transfer to Archives for appraisal and selective retention.	GS 19001 Rev. 1	Archival (appraisal required)

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<p>Legislation / Regulations / Rules – Monitoring / Tracking</p> <p>Records relating to the monitoring/tracking of proposed legislation/regulations/rules with possible impact on the University under consideration by the Legislature, other state agencies, federal or local governments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bill drafts, amendments, fiscal notes, memos; • Committee reports, monitoring reports and related records. <p>Excludes records (such as public agency lobbying L-5 reports) covered by Reporting to External Agencies (Mandatory) (DAN GS 19004; see All-Univ Recs Rtn Schedule--Admin-General Office Recs).</p>		<p>Retain for 2 years after end of calendar year, then destroy.</p>	<p>GS 19002 Rev. 1</p>	