

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 Graduate School	Office I.D. # 0016	Records Coordinator	Telephone 335-7618	E-Mail
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
Waiver of Tuition for Graduate School Provides authorization for graduate students to take WSU classes without paying tuition.		Retain for 6 years after end of academic year, then destroy.	06-07-61218	