

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.

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Office Name Department of Horticulture	Office I.D. # 2210	Records Coordinator Cheryl Rajcich	Telephone 335-9503	E-Mail cherylr@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 29, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
State Commodity Commissions Research and other correspondence with the state's commodity commissions.		Retain for 10 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.	87-8-40688	Archival (appraisal required)