

# 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 Housing and Residence Life	Office I.D. # 8327	Records Coordinator Sara Refsland	Telephone 335-7732	E-Mail sara.refsland@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved February 5, 2025	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<b>Case Summary File</b> Provides a record of circumstances relating to medical, psychological, or disciplinary problems encountered by students. Includes Case Summary forms and related correspondence. Confidential--supervised destruction.	Residence hall director (secondary copies)	Retain for 5 years after end of academic year, then destroy.	83-6-32429	
<b>Custodial Report of Damages</b> Form used to report all damages to residence hall common areas. Used to assess responsibility to student, floor, or hall, including damage costs.	Custodian; Residence hall director (secondary copies)	Retain for 6 years after end of fiscal year, then destroy.	01-02-60036	
<b>Permission to Research Grades and Membership Lists</b> Provides a record of students' authorization to release grades to specified individuals.		Retain for 1 year after end of academic year, then destroy.	83-6-32431	
<b>Room Inventory Assessment</b> Provides a record of students' evaluation of living conditions and services provided by the university.	Residence hall director (secondary copies)	Retain for 5 years after end of academic year, then destroy.	83-6-32427 Rev. 1	