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
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University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	D Bartlett	February 5, 2025

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Alcohol/Substances Testing (Commercial Drivers Licenses) – Test Results (Negative, Not Positive, Canceled Records relating to alcohol and controlled substances testing of employees with commercial driver's licenses in accordance with 49 CFR § 382, where the results are negative, do not meet the threshold for "positive," or where test is canceled. Excludes records of positive results, refusals, etc., covered by Personnel – Health-Related Records (Routine) (GS 03054) (see Payroll & Personnel Records schedule). Note: Retention based on 1-year requirement for negative results/cancelled tests (49 CFR § 382.401(b)(3)).		Retain for 1 year after negative results posted or test canceled then destroy.	GS 03061	
Cash Withdrawal Certification File Evidence of employee withdrawal of funds from Teachers' Insurance and Annuity Association—College Retirement Equities Fund.	TIAA-CREF	Retain for 2 years after end of calendar year, then destroy.	78-10-21213 Rev. 2	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Corrective Action Documentation—Bargaining Unit 4 Employees Provides a record of corrective actions taken against Bargaining Unit 4 employees as a result of upheld personnel complaints. Retention is in accordance with Bargaining Unit 4 Agreement (Agreement between WSU and WSU Police Guild), article 15.9. **Note:** If an incident of a similar nature is documented within the retention period, the records of the original and all of the similar incidents are retained together, and the cutoff is applied to the date of corrective action of the most recent incident. (This records series does not cover disciplinary actions against Barg. Unit 4 employees. Disciplinary action records are retained under separate records series: Disciplinary Action Documentation-Barg. Unit 4 Employees [DAN #07-12-61647].)		Retain for 1 year after date action finalized, then destroy.	07-12-61646	
Deceased Employee File Analysis of benefits due to employee's heirs.		Retain for 10 years after end of calendar year, then destroy.	78-10-21215	
Disciplinary Action Documentation—Bargaining Unit 4 Employees Documentation of suspensions or demotions of Bargaining Unit 4 employees as a result of upheld personnel complaints. Retention is in accordance with Bargaining Unit 4 Agreement, article 15.9. **Note:** If an incident of a similar nature is documented within the retention period, the records of the original and all of the similar incidents are retained together, and the cutoff is applied to the date of suspension or demotion documentation of the most recent incident. (This records series does not cover corrective actions against Barg. Unit 4 employees. Corrective action records are retained under separate records series, DAN #07-12-61646.)		Retain for 3 years after date issued, then destroy.	07-12-61647	
Grievance Files A record of complaints and grievances by state employees regarding work place issues, but not including discrimination or sexual harassment.		Retain for 6 years after resolution of case, then destroy.	GS 03003 Rev. 1	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Injury Claims, Eye Injuries Records relating to claims filed by employees with eye injuries on the job. Includes, but is not limited to: • Agency copy of L & I claim forms; • Accident/incident reports; • Physician and treatment reports; • Agency responsibility forms; • Accident Review Board case summaries; • Other documentation related to claim. Excludes records covered by: • Medical Surveillance Files (DAN 10-12-62323); • Chemical Exposure Records (DAN 10-12-62314); • Incident Report (WSU 1131) (DAN 11-12-63628); • Respirator Program Records (DAN 10-12-62324); • Radiation Safety Records (DAN 16-06-68984 • Employee Audiometric Test (DAN 10-12-62315 • Injury Claims (DAN GS 03015); • Records of the Department of Labor and Industries related to the claim. **Note:** Retention based on 10-year requirement for eye injury claims (RCW 51.32.160(1)(c)).	Labor & Industries; Doctor	Retain for 10 years after claim settled, then destroy.	GS 03016 Rev. 1	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Injury Claims Records relating to claims filed by employees injured on the job. Includes, but is not limited to: • Agency copy of L & I claim forms; • Accident/incident reports; • Physician diagnosis, prognosis and treatment reports; • Agency responsibility forms; • Accident Review Board case summaries; • Return to work plans (includes any ergonomic assessments or reasonable accommodation due to injury); • Other documentation related to claim. Excludes records covered by: • Medical Surveillance Files (DAN 10-12-62323); • Chemical Exposure Records (DAN 10-12-62314); • Incident Report (WSU 1131) (DAN 11-12-63628); • Respirator Program Records (DAN 10-12-62324); • Radiation Safety Records (DAN 16-06-68984); • Employee Audiometric Test (DAN 10-12-62315); • Injury Claims – Eye Injuries (DAN GS 03016); • Records of the Department of Labor and Industries related to the claim. **Note:** Retention based on 7-year requirement for injury claims (RCW 51.32.160(1)(a)).	Labor & Industries; Doctor	Retain for 7 years after claim settled, then destroy.	GS 03015 Rev. 2	
Interagency Transfers Records relating to the transfer process of personnel records for an employee leaving a state agency and transferring to another state agency. Includes, but is not limited to send and receipt information and verifications. **Note:** Documentation of the originals sent is to remain with the originating agency and held for the same retention and disposition as the original records. **Reference:** State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.		Retain for 6 months after transfer verification, then destroy.	GS 03057	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Labor Union Contracts and Negotiations Records relating to contracts and negotiations held by the University labor relations office to administrate contracts and proceedings. Includes, but is not limited to: • Contracts and amendments • Employer and union proposals and counter-proposals • Notices and negotiations related to changes to mandatory subjects • Memoranda of understanding and letters of agreement		Retain for 6 years after contract superseded or terminated, then destroy.	GS 09015 Rev. 1	Essential
Medical Disability Files for Active Employees Medical information related to a disability **not** related to worker's comp (non-duty claims); may include long-term disability; retirement; life insurance items; family medical leave; or shared leave.		Retain for 3 years after return to work, then destroy.	95-07-55598 Rev. 1	
Medical Retirement Files Provides a record of health-related retirements, life insurance waivers. (Employees retiring for medical reasons may apply for waivers of life insurance premiums.)		Retain for 60 years after termination of employment, then destroy.	95-07-55600 Rev. 2	
Medical, Supplemental Retirement Account (SRA), Life Insurance, and Long-Term Disability (LTD) Enrollment Forms Plus Beneficiary Designations Evidence of employee enrollment in medical, dental, supplemental retirement account, life insurance, and long-term disability plans. NOTE: For employees who retire and continue to participate in the medical insurance program, medical insurance plan records are sent to the WA Healthcare Authority in Olympia upon termination of employment.	Insurance company WA Healthcare Authority (retirees)	Retain for 3 years after termination of employment, then destroy, except as noted.	78-10-21217 Rev. 2	
Medicare Data Match Secondary Payer Program Documents WSU submission of Data File to Medicare as required by U.S. Code Title 42. Also includes health care enrollment questionnaires which will be used by Medicare to ensure it has not paid health care claims inappropriately.		Retain for 6 years after end of calendar year then destroy.	17-06-69098	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Public Records Request Exemptions for Certain Employees' Personally Identifying Information Records documenting exemptions from public records requests for individual employees' personally identifying information for survivors of domestic violence, sexual assault, sexual abuse, stalking, and harassment in accordance with RCW 42.56.250(i). Includes, but is not limited to: • Sworn statements; • Supporting documentation used to verify eligibility; • Proof of participation in the address confidentiality program under chapter 40.24 RCW. Excludes records covered by Public Disclosure/Records Requests (DAN GS 05001). Note: Sworn statements expire after 2 years (RCW 42.56.250(i)(i)(A)). Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).		Retain for 3 years after expiration of exemption then destroy.	GS 05011	
Retired Employee File/PERS Advise employee on retirement matters.	PERS*	Retain for 60 years after termination of employment, then destroy.	78-10-21214 Rev. 3	
Retirement Supplementation File/TIAA-CREF Analysis of earnings and establishment of payments due to retiree.		Retain for 60 years after termination of employment, then destroy.	78-10-21216 Rev. 2	
Training Report (WSU 1308) Record of each employee's training sessions. Used to enter employee training information into the Employee Training History Files database.		Retain for 1 year after data entry and verification, then destroy.	02-10-60467	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
University Reduction in Force Files Records relating to the process and implementation of reduction in force actions by the University. Includes, but is not limited to: • University decisions, meeting minutes • Required notifications • Reports and related correspondence		Retain for 6 years after conclusion of any pending action, then destroy.	GS 03019 Rev. 1	
Voluntary Employee Beneficiary Association (VEBA) Records relating to approved participation in the VEBA health reimbursement account/plan by retirement-eligible employees in the voting group. Includes, but is not limited to: • Lists of eligible employees • Ballots and vote counts		Retain for 6 years after end of calendar year, then destroy.	GS 03045 Rev. 1	
Workers' Compensation Claim Database Electronic database used to provide workers' compensation claims data to the office of Risk Management Services and the office of Environmental Health and Safety for completion of various reports, such as year-end reports to WA Risk Management and the Occupational Health and Safety Administration (OSHA).		Retain for 5 years after end of calendar year, then destroy.	02-09-60408	