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
Institutional Research	2300		335-3942	

University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	D Bartlett	October 5, 2022

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Historical Records Statistical data, collected from many sources and primarily in paper format, used for analysis of past and present data as well as future projections. Data topics include all aspects of university functions, e.g., degrees granted; average ages of faculty, students, personnel; facilities data; comparisons with peer institutions.		Retain for 20 years after end of fiscal year, then Transfer to Archives for appraisal and selective retention.	05-02-60806 Rev. 1	Archival (appraisal required)