

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 Athletics	Office I.D. # 1320	Records Coordinator	Telephone 335-0353	E-Mail
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
Medical Insurance Records Billings and reimbursements for athletically related injuries and illnesses. Parent medical insurance information to support claims.		Retain for 6 years after claim resolved, then destroy.	98-07-58630	
NCAA Forms Provides a record for NCAA membership and compliance purposes.		Retain for 5 years after end of fiscal year, then destroy.	96-11-57170	
Ticket Applications Requests for season or single game tickets.		Retain for 1 year after end of fiscal year, then destroy.	75-12-16352	