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
Internal Audit Office	6810	Heather Lopez	335-2001	hlopez@wsu.edu

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
Advisories Working files containing reports, internal memoranda, correspondence, work papers, and other material related to assistance provide by Internal Audit to WSU employees and units to resolve minor internal department or ethics situations. These reviews and correspondence do not reach the action level of internal audit reports.		Retain for 3 years after end of fiscal year, then destroy.	04-06-60695 Rev. 3	
Internal Audit Programs—Quality Assurance Reviews (Development) Records relating to external independent reviews of University's internal audit programs required by the Institute of Internal Auditors' International Professional Practices Framework. Includes, but is not limited to: • Preliminary drafts • Related correspondence/communications		Retain until conclusion of review, then destroy.	GS 04011	
Internal Audit Programs—Quality Assurance Reviews (Final Reports) Records relating to the final outcome of external independent reviews of University's internal audit programs required by the Institute of Internal Auditors' International Professional Practices Framework. Includes, but is not limited to: • Final reports • Working papers • Self-assessment documentation		Retain for 6 years after review report date, then destroy.	GS 04012	