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
International Programs	0017	Erin-Kae Rice	335-4352	ekrice@wsu.edu

University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	*DBartlett*	June 29, 2016

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Foreign Faculty Files Provides a record of foreign faculty (typically those with J-1, H-1B, or TN immigration status) in compliance with U.S. Citizenship and Immigration Services (USCIS) requirements. May include copies of the following documents: Form DS-2019 Certificate of Eligibility for Exchange Visitor Status (J nonimmigrant), I-797 Notice of Action, Employment Authorization Document, Form I-94 Arrival-Departure Record, financial and employment documentation related to applicable immigration status, separation/departure/termination record, and other documents as requested or required.		Retain for 6 years after last activity, then destroy.	10-08-62294 Rev. 1	
Foreign Student Files Provides a record of foreign student (typically those with J-1 and F-1 immigration status) in compliance with USCIS requirements and related requirements. May include copies of the following documents: Form DS-2019 Certificate of Eligibility for Exchange Visitor Status, Form I-20 Certificate of Eligibility for Nonimmigrant Student Status (F nonimmigrant), Form I-94 Arrival/Departure Record, financial and employment documentation related to applicable immigration status, separation/departure/termination record, and other documents as requested or required.		Retain for 6 years after last activity, then destroy.	10-08-62295 Rev. 1	