

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

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|--|--|---------------------------------------|--------------------------------|--------------------------|
| Office Name Manuscripts, Archives, and Special Collections (MASC) | Office I.D. # 2430 | Records Coordinator Mark O'English | Telephone 335-2739 | E-Mail markoe@wsu.edu |
| 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 |
|---|--------------------------|---|---------------------------|--------------------------------|
| Registration Forms and Daily Register In-office registration forms and daily register for patron's onsite visits to MASC. Created manually in hard copy and maintained only in hard copy. Record includes patron's name, address, phone number, e-mail address, research topic, publication plans, photo ID number, signature, date, and time in and out. | | Retain for 10 years after end of calendar year, then destroy. | 03-11-60597 Rev. 1 | |