

# 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.

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Office Name WSU Mount Vernon NW Washington Research and Extension Unit	Office I.D. # 4110	Records Coordinator	Telephone 360-848-6123	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
<b>Plot Plans</b> Documents location, type of product, when planted, etc.		Retain for 5 years after last activity, then Transfer to Archives for appraisal and selective retention.	76-5-17237 Rev. 1	Archival (appraisal required)