

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 Museum of Art	Office I.D. # 2580	Records Coordinator Karey Strong	Telephone 335-6140	E-Mail taylork@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
Exhibition Folders Documents the development and operation of each exhibit. Includes gallery exhibit descriptions, and gallery attendance documents and summary graphs.		Retain permanently.	75-9-14243 Rev. 3	
Museum of Art and Fine Arts Department Historical Documents Documents the history of the Museum of Art and Fine Arts Department.		Retain permanently.	17-06-69099	
University Art Collection/Accession Data Documents acquisition and use of University's art holdings.		Retain permanently.	75-9-14246	