

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 Nuclear Science Center	Office I.D. # 2630	Records Coordinator	Telephone 335-8641	E-Mail
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Reactor Fuel Records Semiannual inventory of special nuclear materials on site and records of all SNM received or shipped off site. (Federal regulations require special protection of these records.)		Retain for 10 years beyond life of facility, then destroy.	89-02-43760 Rev. 2	