

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 Office of Campus Veterinarian	Office I.D. # 2360	Records Coordinator Gwen Anderson	Telephone 335-3042	E-Mail gwenmarie@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved February 7, 2024	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Animal Care Documentation</p> <p>Provides a record of health monitoring and husbandry procedures from OCV-managed animal care facilities at the frequency approved in Institutional Animal Care and Use Committee (IACUC) Animal Subject Approval Forms and Standard Operating Procedures.</p> <p>Retention in accordance with the PHS Policy on Human Care and Use of Laboratory Animals.</p>		Retain for 3 years after end of calendar year, then destroy.	24-02-69717	
<p>Animal Census Report Files</p> <p>Provides a record of monthly reporting from all WSU animal care facilities concerning how many animals used, received, and on-hand. Used to prepare annual and semi-annual reports to state and federal agencies. Includes Office of the Campus Veterinarian Monthly Animal Census and departmental versions of this report.</p> <p>Note: This record series was discontinued April 2022. Existing records must be retained until the stated retention period. This record series will be removed from the OCV records retention schedule after December 31, 2025.</p>		Retain for 3 years after end of calendar year, then destroy.	99-08-59213	Legacy Record

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<p>Animal Facilities Site Visit Records Provides a record of informal visits by Office of the Campus Veterinarian personnel to WSU animal laboratory/care facilities to evaluate animal care.</p>		Retain for 2 years after date of visit, then destroy.	99-08-59214 Rev. 2	
<p>Animal Identification and Disposition Files Provides a record of receipt, ownership, and disposition of dogs and cats and record of disposition of animals other than dogs and cats, in accordance with USDA regulations and the Washington State Pet Theft Law. Includes USDA APHIS Forms 7005, 7006, 7019, 7020, and True Owner Certificates.</p>		Retain for 3 years after disposition, then destroy.	99-08-59221 Rev. 2	
<p>Animal Laboratory Reports Provides a record of animal bodily fluids and/or tissue testing (for various types of analysis) conducted for WSU by various companies, most often related to animal health monitoring and veterinary diagnostics.</p>		Retain for 3 years after completion of project, then destroy.	99-08-59228 Rev. 1	
<p>Animal Medical Records / Certificates Includes:</p> <ul style="list-style-type: none"> Records of medical care provided to WSU-owned animals used in research and teaching. Official document to show medical care, alleviation of pain, and resolution of medical condition is performed as per University policy, USDA Animal Welfare Act mandate, and WSU attending veterinarian oversight; and Official records endorsed by a licensed veterinarian which state that the animal is free of any infectious disease, pests, or physical abnormality which would endanger the animal, other animals, or endanger the public health. Includes United States Department of Agriculture (USDA) and State Department of Agriculture Certificates of Veterinary Inspection and State Livestock Certificates. 		Retain for 1 year after disposition of animal or 3 years after project completed, then destroy.	99-08-59231 Rev. 4	