

# 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 Office of Commercialization	Office I.D. # 8319	Records Coordinator Denise Keeton	Telephone 335-1210	E-Mail ddkeeton@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
<b>Technology Case Files</b> Records documenting each invention disclosure. Each file contains all the paperwork associated with the invention, including patents, license agreements, and miscellaneous agreements.		Retain for 6 years after case closed, then destroy.	98-05-58476	