

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 WSUS – Pharmacology (Drug Information Center)	Office I.D. # 8316	Records Coordinator Terri Levien	Telephone 509-358-7661	E-Mail levient@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
<p>Drug Information Center Request</p> <p>Provides a record of requests for information about various drugs, including sources checked, computer searches, response given, date and method of response, names of researchers and respondents.</p> <p>Requested retention is in accordance with the “Purpose--Findings--Intent--2006” statement at the end of RCW 4.16.350, where it states that the legislature recognizes an eight-year statute of repose on medical malpractice suits.</p>		Retain for 8 years after end of calendar year, then destroy.	10-07-62268	