

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 Policies, Records, and Forms	Office I.D. # 1470	Records Coordinator Joy Faerber	Telephone 335-2005	E-Mail faerber@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved February 5, 2025	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Forms Users Database Database used to generate number series for tracking WSU Invoice vouchers. This database includes the WSU Invoice (Receivables System) number file.		Retain for 6 years after superseded then destroy.	05-02-60803	
Review Record Database summary of policies and procedures manuals revision drafts sent for review and approval.		Retain for 6 years after new section or revision published then destroy.	05-02-60804	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Rule Making (Washington Administrative Code) Records relating to the development of university rules and amendments (Washington Administrative Code). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records comprising the official university rule making file in accordance with RCW 34-05-370(2); • Internal university documents described in RCW 34-05-370(3) (other than preliminary drafts), such as notes, recommendations, intra-agency memoranda, etc.; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Preliminary drafts covered by Drafting and Editing (DAN GS 50008; see All-Univ. Recs Rtn Sched—Admin-General Office Recs); <p>Rules development agendas in accordance with RCW 34-05-314 covered by Reporting to External Agencies (Mandatory) (DAN GS 19004; see All-Univ Recs Rtn Sched—Admin-General Office Recs).</p>		<p>Retain until rule superseded/ not proceeded with, then transfer to archives for permanent retention.</p>	<p>GS 10009 Rev. 1</p>	<p>Archival (permanent retention)</p>