

# 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 President's Office	Office I.D. # 2870	Records Coordinator Ginger Druffel	Telephone 335-7932	E-Mail gkdruffel@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 5, 2019	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<b>Board of Regents' Minutes, Archival Microfilm Copy</b> Microfilm copy of Board of Regents' minutes.		Retain permanently.	16-06-68986	