

# 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 Psychology Clinic	Office I.D. # 2250	Records Coordinator Rachelle Simons	Telephone 335-2631	E-Mail rachelle.simons@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>Liability Insurance</b> Proof of student liability insurance policy or certificate from graduate students who serve as clinic personnel.		Retain for 10 years after last client treated, then destroy.	06-10-61318	