Department Records Retention Schedule

WASHINGTON STATE UNIVERSITY

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	Office I.D. #	Records Coordinator	Telephone	E-Mail
Department of Psychology	2900	Stacy Gessler	335-2633	stacy.gessler@wsu.edu

University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	D Bartlett	June 29, 2016

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Experiment Signup Sheets Record of individuals who sign up for various experiments conducted during each semester.		Retain for 6 mos. after end of semiannual period, then destroy.	92-09-51054	