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
Real Estate and Business Operations (REBO)	8622	Shawna Thompson	335-7049	shawna.thompson@wsu.edu
University Records Officer	**University Records Officer Signature**		**Date Approved**	
Deborah L. Bartlett			June 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Acquisition and Disposal—Real Property/Land/Water Rights Records relating to the acquisition and disposal of real property/land and water rights by the University through purchase/sale, condemnation, escheatment or donation. Includes, but is not limited to: • Contracts/agreements; • Planning reports, studies, etc., regarding the acquisition/disposal; • Conveyance documentation (title searches, deeds, patents, etc.); • Related correspondence/communications. *Note: Retention based on 10-year statute of limitations relating to real property transactions (RCW 4.16.020).*		Retain for 10 years after disposal of asset, then Transfer to Archives for permanent retention.	GS 24004 Rev. 1	Archival (permanent retention)