

Summary of Changes

WSU University Records Retention Schedule

March 1, 2024

Accounting/Fiscal Records

Disposition Authority No.	Record Series Title	Revisions
11-12-63473	Cash Advance Request (WSU 1060) <i>(Legacy Record)</i>	Removed from schedule – retention period has been met.

Payroll and Personnel Records

Disposition Authority No.	Record Series Title	Revisions
07-12-61642	Background Clearance Checks	Added “or County Extension office” as official record holder.
11-12-63553	Expense Assignment Action <i>(Legacy Record)</i>	Removed from schedule – retention period has been met.
24-02-69715	HIPAA Annual Risk Assessment	Added to retention schedule in accordance with new BPPM 88.20

Purchasing Records

Disposition Authority No.	Record Series Title	Revisions
11-12-63419	Photocopier Equipment Request (WSU 1340) <i>(Legacy Record)</i>	Removed from schedule – retention period has been met.
11-12-63410	Purchasing Requisition [Formerly titled Departmental Requisition (WSU 1011)]	Note removed from description referencing the Departmental Requisition form (WSU 1011) legacy record.

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Safety Records

Disposition Authority No.	Record Series Title	Revisions
00-08-59866	Biological Safety Cabinet Evaluation and Monitoring	Transferred from Office of Research Assurances department schedule.
11-12-63544	Departure Notice	Moved from Payroll and Personnel Records table. Added in description: "Includes, but is not limited to: • Area Evaluation/Release form (WSU 1449) • Departure Notice (WSU 1448)"
11-12-63633	Driver Required Documentation	Changed title from "Full-Size Van Driver Required Documentation." Updated description to clarify the drivers of <i>any</i> WSU passenger vehicle are required to complete a DES Authorized Driver Acknowledgement Form.
11-12-63634	Driver Required Documentation—Driver Who Drive Minors	Changed title from "Full-Size Van Driver Required Documentation—Van Drivers Who Drive Minors." Updated description to clarify the drivers of <i>any</i> WSU passenger vehicle with minors on board are required to complete a DES Authorized Driver Acknowledgement Form.

Travel Records

Disposition Authority No.	Record Series Title	Revisions
GS 07001	Travel Records	Added Guarantee for Advance of Funds to Nonemployee Student (WSU 1499) in description for WSU purposes.

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Legacy Records

Disposition Authority No.	Record Series Title	Revisions
11-12-63473	Cash Advance Request (WSU 1060)	Removed from schedule – retention period has been met.
11-12-63410	Department Requisition (WSU 1011) (See also DAN 11-12-63410, Purchasing Requisition in Purchasing table.)	Removed from schedule – retention period has been met.
11-12-63553	Expense Assignment Action	Removed from schedule – retention period has been met.
11-12-63419	Photocopier Equipment Request (WSU 1340)	Removed from schedule – retention period has been met.

Changes to Department Schedules

Department / Unit	Record Series	Disposition Authority No.	Revisions
Office of the Campus Veterinarian	Animal Care Documentation	24-02-69717	New record series added to schedule.
	Animal Census Report Files	99-08-59213	Noted in description that this is a legacy series that will be removed from schedule after December 31, 2025.
	Animal Facilities Site Visit Records	99-08-59214	Updated description.
	Animal Identification and Disposition Files	99-08-59221	Updated description.
	Animal Medical Records / Certificates	99-08-59231	Updated description.

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Changes to Department Schedules

Department / Unit	Record Series	Disposition Authority No.	Revisions
Office of the Campus Veterinarian (cont.)	Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Report	99-08-59217	Transferred to Office of Research Assurances department schedule.
	Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Program Descriptions	99-08-59218	Removed from schedule – combined with DAN 99-08-59217.
	Public Health Service (PHS) Annual Report	99-08-59226	Removed from schedule – combined with DAN 99-08-59227.
	Public Health Service (PHS) Assurance	99-08-59227	Transferred to Office of Research Assurances department schedule.
	USDA Annual Report	99-08-59230	Transferred to Office of Research Assurances department schedule.
	USDA Inspection Report	99-08-59233	Removed from schedule – combined with DAN 99-08-59230.
Office of the Provost	Accreditation Complaints	24-02-69716	New record series added to schedule.
Office of Research Assurances	Animal Subject Approval Form (ASAF) Files	99-08-59216	Updated description.
	Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Annual Report and Program Description	99-08-59217	Transferred from Office of Campus Veterinarian department schedule, changed title, and updated description.
	Biological Safety Cabinet Evaluation and Monitoring	00-08-59866	Transferred to all-University Safety Records schedule.

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Department / Unit	Record Series	Disposition Authority No.	Revisions
Office of Research Assurances (cont.)	Federally-Required Presidential Committee Records	00-08-59870	Changed title, updated description, and changed stated retention period.
	Federally-Required Presidential Committee Records—No Grant or Contract Involved	09-10-62141	Removed from schedule – combined with DAN 00-08-59870.
	Public Health Service (PHS) Assurance	99-08-59227	Transferred from Office of Campus Veterinarian department schedule and updated description.
	USDA Annual Report and Inspection Report	99-08-59230	Transferred from Office of Campus Veterinarian department schedule, changed title, and updated description.
	WSU Institutional Animal Care and Use Committee Review of Animal Facilities and Programs	99-08-59238	Updated description.
Risk Management	Program Registration (Programs Involving Minors)	24-02-69718	New record series added to schedule.
WSU Police Department	Field Interview Reports	98-09-58734	Removed from schedule – retention period has been met.