

# 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.

WSU1302-PAF001-1224

Office Name Registrar	Office I.D. # 2970	Records Coordinator Matthew Zimmerman	Telephone 335-1139	E-Mail mzimmer@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved October 5, 2022	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p><b>Census Reports</b> Demographic information about students, including enrollment statistics and student names.</p>		Retain for 12 years after end of fiscal year, then destroy.	98-10-58847	
<p><b>Grade Distribution Reports</b> Statistical compilation of information in grade books and grade cards, including mean/median/mode, average GPA, pass/fail, and high/low grade statistics.  This records series was discontinued, effective March 2005. The office of the Registrar (office #2970) is responsible for maintaining existing records until the end of the retention period, then transferring the records to Archives. (The series will be removed from the Registrar retention schedule after June 30, 2055.)</p>	Dean/ Academic VP	Retain for 50 years after end of fiscal year then Transfer to Archives for appraisal and selective retention.	98-10-58855 revision 1	Archival (appraisal required)

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p><b>Name Change</b> Provides a record of name changes authorized by students.</p>		<p>Retain for 50 years after end of fiscal year then Transfer to Archives for appraisal and selective retention.</p>	<p>98-10-58858</p>	<p>Archival (appraisal required)</p>
<p><b>Undergraduate or Professional Applications for Degrees or Certificate</b> Provides a record of official requests for graduation by students. Used to generate a to-do list of requirements for graduation. Includes applications for undergraduate certificates and Certification of Completion of Undergraduate Certificate forms.</p>		<p>Retain for 5 years after end of fiscal year, then destroy.</p>	<p>98-10-58864 Rev. 1</p>	