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
Risk Management	8535	Karen Shaw	335-6893	karen.shaw@wsu.edu
University Records Officer	**University Records Officer Signature**		**Date Approved**	
Deborah L. Bartlett			February 7, 2024	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Accident Report File / Auto and General Liability Copies of claims and actions taken.	Dept. of Transportation (official copy)	Retain for 3 years after claim resolved, then destroy.	78-10-21220 Rev. 2	
Administrative Claims Files Provides a record of claims by the University against a federal agency, e.g., FEMA. (Length of retention is in accordance with National Archives and Records Administration General Records Schedule 6, item 10: Administrative Claims files.)		Retain for 6 years + 3 months after claim resolved, then destroy.	09-09-62106	
Insurance Policies—Nuclear and General Liability Copies of nuclear and general liability policies.	Insurance company	Retain for 10 years after termination of policy or 3 years after final claim under policy has been resolved, whichever is later, then destroy.	00-08-59839 Rev. 1	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Program Registration (Programs Involving Minors) Registration packet for programs involving minors in accordance with EP14 Protection and Safety of Minors.		Retain until end of program, then destroy.	24-02-69718	
Vehicle Accident Loss Reserve Fund File Provides a record of annual premiums submitted by departments for deposit into the Vehicle Accident Loss Reserve Fund and money allocated to pay for repairs to University vehicles damaged in accidents and the administrative costs of processing vehicle-related claims.		Retain for 6 years after end of fiscal year, then destroy.	00-08-59840	