

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.

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Office Name School of Music	Office I.D. # 2590	Records Coordinator Sam Exline	Telephone 335-3898	E-Mail samuel.exline@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 29, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Summer Session Information Provides a record of summer activity fees for allocations for summer events, a listing of course assignments, course schedule and summer session salary calculations, and related correspondence.		Retain for 4 years after end of fiscal year, then destroy.	99-12-59548 Rev. 1	