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
Transportation Services	6990	Cody Wilson	335-7275	cody.wilson@wsu.edu
University Records Officer	**University Records Officer Signature**		**Date Approved**	
Deborah L. Bartlett	D Bartlett		June 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Parking License Records Provides a record of vehicle license information for service and temporary permits issued and nonpermit parking violators.		Retain for 2 years after admin. purpose served, then destroy.	02-10-60451	
Parking Violations and Appeals Records Documents the violations issued and the appeals from fines.		Retain for 6 years after end of fiscal year, then destroy.	84-10-34646 Rev. 2	