

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 University Marketing & Communications	Office I.D. # 6030	Records Coordinator Kiersten Oliver	Telephone 335-	E-Mail kiersten.oliver@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Copyright Certificates Provides a record of ownership for published works.		Retain for 6 years after termination of copyright, then Transfer to Archives for appraisal and selective retention.	86-12-39170 Rev. 1	Archival (appraisal required)
Copyright Permission Documentation Provides of record of signatures from clients declaring that they are in compliance with copyright laws. (17USC507)		Retain for 5 years after end of fiscal year, then destroy.	04-06-60707	