

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

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|---|--|---|--------------------------------|-------------------------------|
| Office Name University Ombuds | Office I.D. # 2690 | Records Coordinator Janet Herrlinger | Telephone 335-1195 | E-Mail herrlingerj@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 |
|---|--------------------------|--|---------------------------|--------------------------------|
| Case Files Provides a record of complaint investigation. | | Retain until after claim resolved, then destroy. | 92-03-50217 | |
| University Ombuds Annual Report Provides a summary of the Ombudsman's activity for a given academic year. | | Retain for 25 years after end of academic year, then Transfer to Archives for appraisal and selective retention. | 92-03-50218 Rev. 1 | Archival (appraisal required) |