

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 University Recreation	Office I.D. # 4050	Records Coordinator Joanne Greene	Telephone 335-9669	E-Mail joanne_greene@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 5, 2019	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Climbing Wall Certification Records Documentation of user attendance in and satisfactory completion of a climbing gym training session.		Retain for 3 years after superseded or obsolete, then destroy.	98-06-58517 Rev. 1	
Disciplinary Action Reports Provides a record of disciplinary actions taken by the University Recreation, the Office of Student Conduct, or the Sport Club Council regarding violations by sport clubs of the WSU Standards of Conduct for Students, or University Recreation or Sport Club Federation standards.		Retain for 6 years after action taken, then destroy.	98-06-58507 Rev. 1	
Non-Credit Class Sign-Up Forms Provides a record of participants in Outdoor Recreation Center (ORC)-sponsored non-credit classes.		Retain for 3 years after end of fiscal year, then destroy.	98-06-58521 Rev. 1	

Department Records Retention Schedule: University Recreation

June 5, 2019

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Outdoor Recreation Center Group Equipment Responsibility Agreement Provides a record of user agreement to accept responsibility for Outdoor Recreation Center (ORC) equipment for the activity in which the user is participating.</p>		Retain for 3 years after termination of activity, then destroy.	98-06-58519 Rev. 1	
<p>State Parks and Recreation Department Records Provides a record of participant registration State Parks and Recreation Department skiing activities. Includes Idaho State Parks and Recreation Department Park-n-Ski records and receipts and Washington State Parks and Recreation Department Sno-Park records; both of which ORC is an authorized dealer.</p>	Idaho or Washington State Parks and Recreation Department (issuing agency)	Retain for 2 years after end of fiscal year, then destroy.	98-06-58522 Rev. 2	
<p>Recreation Class Logs Lists of people who have signed up for various recreation classes. Includes when they signed up and how much they paid.</p>		Retain for 6 years after end of academic year, then destroy.	98-05-58485 Rev. 1	
<p>Sport Club Constitutions and Officer Files Documents constitutional agreements and bylaws and records of students chosen to serve as officers for each sport club in the Sport Club Federation.</p>		Retain until superseded, then destroy.	98-06-58514 Rev. 2	