

# 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 Voiland School of Chemical Engineering & Bioengineering	Office I.D. # 1520	Records Coordinator Lourana Swayne	Telephone 335-4731	E-Mail l.swayne@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved August 5, 2020	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p><b>Student Participant Health Form (Under 18 Years)</b></p> <p>Provides a record of health information related to minor student participants in the University event/activity. May include disclosures of pertinent health information regarding diseases and/or health conditions that would limit the student's physical ability.</p> <p>Note: All documentation which includes health information must be maintained in a secure and confidential manner.</p> <p>Conference Management—Imagine Tomorrow (office #6910) was previously responsible for maintaining this records series. This records series may be removed from the schedule after May 31, 2028.</p>		Retain for 6 years after student's 18 <sup>th</sup> birthday, then destroy.	09-07-62065	