

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 Washington Animal Disease Diagnostic Lab (WADDL) | Office I.D. # 1520 | Records Coordinator Kathleen Hagen | Telephone 335-2232 | E-Mail khagen@wsu.edu |
| University Records Officer Deborah L. Bartlett | University Records Officer Signature  | | Date Approved June 29, 2016 | |

| Title and Description | Location of Other Copies | Retention and Disposition Action | Disposition Authority No. | Archival Designation / Remarks |
|---|--------------------------|----------------------------------|---------------------------|--------------------------------|
| Daily Log Book Provides a record of daily activity of the laboratory. Includes summary of details of cases, e.g., veterinarian, owner, tests performed, species, etc. | | Retain permanently. | 83-6-32315 | |