Department Records Retention Schedule

WASHINGTON STATE UNIVERSITY

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	Office I.D. #	Records Coordinator	Telephone	E-Mail
Washington State Pest Mgmt. Resource Service	8373		253-445-4611	
University Records Officer	**University Records Officer Signature**		**Date Approved**	
Deborah L. Bartlett	D Bartlett		June 29, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Experimental Pesticides—Application and Use Records Provides a record of the application and use of experimental pesticides by research personnel from WSU and other state agencies. Includes all resulting collected data and reports regarding the methods used to destroy the treated crops and/or food. Length of retention is in accordance with WAC 16-228-1320(3).		Retain for 7 years after date of application or experimental use, then destroy.	11-02-62361	
Pesticide Labels Provides a record of pesticides registered with the Washington State Department of Agriculture (WSDA). Each label includes material ingredients, specific directions for use, and name of manufacturer which registered the pesticide with the WSDA. Pesticide labels are legal documents, serving much as legally binding contracts between the registrant and the user.	WSDA	Retain for 7 years after date of last use, then destroy.	11-02-62362	