

# 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

Office Name WSU Wenatchee Tree Fruit REC	Office I.D. # 4120	Records Coordinator Darla Ewald	Telephone 509-663-8181	E-Mail dewald@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
<b>Annual Report of Equipment and Method of Harvest</b> Review of activities.		Retain for 10 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	76-5-17280	Archival (appraisal required)
<b>Annual Report of Fruit Frost</b> Review of conditions.		Retain for 10 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	76-5-17281	Archival (appraisal required)
<b>Western Cooperative Spray Project</b> Minutes, correspondence, reports on activities.		Retain for 10 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	76-5-17284	Archival (appraisal required)