

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 Children's Center	Office I.D. # 5800	Records Coordinator Samantha Schroedle	Telephone 335-8847	E-Mail samantha.schroedle@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved August 4, 2021	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Applications for Admission—Canceled Applications</p> <p>Provides a record of applications for children who did not enroll in and attend the Children's Center.</p>		Retain until end of calendar year, then destroy.	07-12-61640	
<p>Children's Personal File</p> <p>Record of the children who attend the Center. Includes information about the child's immunology record, general health, attendance, parents' schedule and location, emergency information, and permission forms. (WAC 110-300-0460)</p> <p>Records retention in accordance with WAC 110-300-0465.</p>		Retain for 3 years after no longer enrolled, then destroy.	92-01-49653 Rev. 3	
<p>Attendance Records</p> <p>Provides a record of scheduled attendance for children and staff members. Used to verify staff/child ratios, as per DCYF licensing requirements. (WAC 110-300-0455)</p> <p>Records retention in accordance with WAC 110-300-0465.</p>	Children's parents or guardians	Retain for 5 years after no longer enrolled, then destroy.	92-01-49650 Rev. 3	

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August 4, 2021

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Department of Children, Youth, & Families License Copy of license to operate child care center. WAC 110-300-0010 (License is non-expiring. RCW 43.216.305)</p>	<p>DCYF (issuing agency)</p>	<p>Retain for the life of the child care center, then destroy.</p>	<p>92-01-49654 Rev. 2</p>	
<p>Working Connections Child Care Social Service Authorizations Provides record of child care subsidies issued by Washington State through the DCYF Working Connections Child Care program. WAC 110-15-0034. Records retention in accordance with WAC 110-300-0465.</p>	<p>DCYF</p>	<p>Retain for 3 years after end of fiscal year, then destroy.</p>	<p>07-12-61644 Rev. 1</p>	
<p>USDA Child Care Food Program Contract Renewal Supporting Data Record of menus, attendance, records, income statements, claims for reimbursement, daily meal count, copy of the contract, operating expenses, and USDA statements of reimbursements. (7 CFR 226.6 and 7 CFR 226.11)</p>		<p>Retain for 6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle, then destroy.</p>	<p>92-01-49652 Rev. 2</p>	