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
WSU Extension	0041	Robin Stratton	335-2933	rstratton@wsu.edu

University Records Officer	University Records Officer Signature	Date Approved
Deborah L. Bartlett	D Bartlett	October 5, 2022

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Federal Plan of Work State and county report describing activities to be undertaken. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	USDA CREES	Retain for 8 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	91-04-47840 Rev. 1	Archival (appraisal required)
Federal Reports of Accomplishment A summary of activities conducted by state and county offices. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	USDA CREES	Retain for 2 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	75-10-15939 Rev. 2	Archival (appraisal required)