

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 Office of the Provost	Office I.D. # 0001	Records Coordinator Don Holbrook	Telephone 335-4517	E-Mail holbrook@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved February 7, 2024	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Accreditation Complaints</p> <p>Complaints related to the accreditation process which are received by WSU that relates solely to:</p> <ul style="list-style-type: none"> • Eligibility requirements • Standards for accreditation • Policies or procedures <p>In accordance with 34 <i>CFR</i> §602.16(a)(1)(ix).</p> <p>Retention is in accordance with Northwest Commission on Colleges and Universities - Record of Student Complaints.</p>		President's Office	Retain for 7 years from date of complaint, then destroy.	