This schedule applies to: Western Washington University

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of the public records of Western Washington University relating to the unique functions of a comprehensive regional liberal arts university. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS),* which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records
Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as "Archival (Permanent Retention)" must not be destroyed. Records designated as "Archival (Appraisal Required)" must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules
All previously issued records retention schedules to the Western Washington University are revoked. Western Washington University must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority
This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on September 2, 2015.

Signature on File	*Signature on File*	-	*Signature on File*
For the State Auditor: **Cindy Evans**	**For the Attorney General:** **Isaac Williamson**	**For the Office of Financial Management:** **Shane Hamlin**	**The State Archivist:** **Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	September 3, 2014	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	March 12, 2015	Minor revisions.
1.2	June 3, 2015	Minor revisions.
1.3	September 2, 2015	Minor revisions to the Registrar section.

For assistance and advice in applying this records retention schedule,

please contact Western Washington University's Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. WWU General Schedule Series

Department and Office Administration

The activity of administrating office and departmental programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68610 Rev. 0	***Agreements, Hold Harmless (Minors Under Age 18)*** Acknowledgment of risk and hold harmless agreement signed by parents or others on behalf of minors under age 18 who participate in university activities, such as sports and recreational events, and special academic institutes and programs. Holds university harmless from liability for injuries and/or damages not caused by negligence. May include authorization for emergency treatment and acknowledgment that participant is responsible for medical costs in event of injury. May also include medication hold harmless agreement stating that WWU will not be held responsible for missed doses of medication or any consequences thereof.	**Retain** for 6 years after minor reaches age 18 *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68624 Rev. 0	***Contracts and Agreements*** Official texts of contracts and agreements to which the University is a party. May include certificate of insurance and working papers.	**Retain** for 1 year after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Financial Management

The activity of managing the university's financial assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68621 Rev. 0	***Central Stores Packing List*** Used to fill, verify, package and ship orders from Central Stores warehouse.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68655 Rev. 0	***Motor Pool Vehicle Request*** To request rental of Motor Pool vehicles.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68665 Rev. 0	***Petty Cash Fund Records*** May include: field order; purchase form; Invoice Voucher A19-1; End-of-Year Closeout form; Daily Transaction log; memo designating departmental petty cash custodian.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Human Resource Management

The activity of managing the university's human resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68650 Rev. 0	***Leave Request, Human Resources, Faculty, and Professional and Classified Staff*** To request advance approval for leave without pay, or military, civil, bereavement or extended sick leave.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68659 Rev. 0	***Payroll Authorized Signatures List*** Indicates person(s) designated by each department to sign various payroll forms.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68660 Rev. 0	***Personnel Records, Faculty*** Includes updated vita, annual reports as submitted to the dean; copies of all communications with the faculty member regarding appointment and terms of contract, the chairperson's annual letters of evaluation of non-tenured faculty; correspondence related to personnel actions. Provides an official employment record for academic faculty.	**Retain** for 3 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68662 Rev. 0	***Personnel Records, Temporary Employees*** Includes Employee Information form, Personnel Action form, copies of resumes, letters of recommendation, and related correspondence. Provides an employment record for temporary faculty, classified and professional staff, and graduate assistants.	**Retain** for 3 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Human Resource Management

The activity of managing the university's human resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68663 Rev. 0	***Personnel/Benefit Records, Classified Staff Employees*** Includes Employee Information form, Personnel Action form, copies of resumes, letters of recommendation and related correspondence; insurance and retirement benefit records, and other material related to employment history. Maintained as an employment record documenting position held, status, attendance, leaves, enrollment in insurance and retirement programs, and other related records as may be necessary for the administration of regulations.	**Retain** for 3 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68664 Rev. 0	***Personnel/Benefit Records, Professional Staff Employees*** Includes Employee Information form, Personnel Action form, copies of resumes, letters of recommendation and related correspondence, insurance and retirement benefit records, and other material related to employment history. Maintained as an employment record documenting position held, status, attendance, leaves, enrollment in insurance and retirement programs, and other related records as may be necessary for the administration of regulations.	**Retain** for 3 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68685 Rev. 0	***Tenure and Promotion Files*** Includes faculty evaluations of individual applicants for tenure and/or promotion, reports, merit increases, professional leaves, teaching awards and other faculty awards and honors, correspondence and other materials from college departments and committees that provide support documentation for recommendations made by the Dean to the Provost.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Curriculum and Course Management

The activity of developing curriculum and offering courses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68609 Rev. 0	***Accreditation Documentation*** Statistical, descriptive and evaluative materials necessary to achieve and maintain accreditation for a college, department, or program with the professional association that sets the standards related to that discipline. May include accreditation standards and requirements. Evaluative materials must have been created specifically for accreditation.	**Retain** for 6 years after accreditation is received *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68623 Rev. 0	***Conference Records*** May include agendas, correspondence, publicity materials and other documents. Provides a record of each conference, seminar, workshop, or other event department sponsored.	**Retain** for 3 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
14-09-68625 Rev. 0	***Course Content/Information File*** Provides a description of departmental courses. May include outlines, syllabi, credits, bibliographies, textbook lists, sample exams, etc. Sample exams are non-disclosable public records under RCW 42.17.310(1)(f).	**Retain** for 2 years after course is discontinued *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

Curriculum and Course Management

The activity of developing curriculum and offering courses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68627 Rev. 0	***Course Offering and Schedules Preparation Files*** Includes back-up material used by departments in preparation of catalog copy, brochures, class schedules, and new and revised course material.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68628 Rev. 0	***Curriculum and Course Proposals*** Provides a record documenting the development and implementation of instructional programs and individual courses. Includes new/revised course applications, proposals, and supporting papers.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
14-09-68629 Rev. 0	***Curriculum and Course Proposals (Denied)*** Provides a record documenting the planning and development of denied programs or courses. Includes new/revised course applications, proposals, and supporting papers.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
14-09-68684 Rev. 0	***Summer Session Curriculum Planning Files*** Documents planning for summer session curriculum, publications and programs. May include correspondence, notes, planning materials.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Student Records

The records of admitting students and conferring degrees and credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68612 Rev. 0	***Application Files, Incomplete, Undergraduate/Graduate Programs*** May include program application, copies of transcripts, college test scores, related documents. File is incomplete.	**Retain** for 2 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68613 Rev. 0	***Application Files/Applicants Accepted, Not Entered, Undergraduate/Graduate Programs*** May include program application, copies of transcripts, college test scores, related documents. Student chose not to enter program.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68614 Rev. 0	***Application Files/Applicants Denied Admission, Undergraduate/Graduate Programs*** May include program application, copies of transcripts, college test scores, related documents. Applicants were denied admission to the program.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68630 Rev. 0	***Examination Forms and Answer Sheets*** A record of student answers to examination questions. Faculty determine whether particular course exams may be retrieved by the student. This retention period applies to those graded exams not retrievable by students. These records are non-disclosable under 20 U.S.C. 1232g (a) (4) (A) (i) and (ii), except as authorized under 20 U.S.C. 1232g (b). If the faculty member has determined that students may retrieve graded exams and the students do not do so, the exams should be considered non-record abandoned property, and may be dealt with as other confidential waste paper.	**Retain** for 3 months after end of quarter in which exam given *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Student Records

The records of admitting students and conferring degrees and credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68632 Rev. 1	***Graduate Student Records/Incomplete Program*** Records for students who have failed to complete the graduate degree program requirements within the five-year time limitation. Includes applications, copies of test scores and transcripts of courses taken, and related materials. Documents individual student status in relationship to degree requirements.	**Retain** for 1 year after student fails to meet program requirements *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68634 Rev. 1	***Graduate Student Records/Program Completed*** Individual folders for students who have successfully completed the graduate degree program. Provides verification for degree earned. Includes copies of transcripts, test scores, original application, degree recommendation card, and other related material.	**Retain** for 5 years after completion of program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68673 Rev. 0	***Scholarship Records (Awarded by Department) Program Records*** May include documentation related to the establishment of the fund, administrative requirements, lists of recipients and related records. Provides a record of scholarship program management.	**Retain** for 6 years after administrative purpose is served *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68674 Rev. 0	***Scholarship Records (Awarded by Department – Recipients)*** May include application, award notice, related correspondence. Documents selection of candidates and awarding of scholarships.	**Retain** for 6 years after receipt of award *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

Student Records

The records of admitting students and conferring degrees and credentials.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68676 Rev. 0	***Scholarship Records – Not Awarded*** May include application and related correspondence. Provides a record of scholarship applicants who were not awarded funds.	**Retain** for 3 years after completion of application *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68679 Rev. 0	***Student Curriculum Records*** Confidential records of conference courses, incomplete grades, advisement records; documentation pertaining to academic standing of majors for students enrolled in departmental programs and courses.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68689 Rev. 0	***Undergraduate Student Folder*** Individual files containing copies of transcripts, evaluations and related materials. Documents student's status in relationship to degree and major requirements.	**Retain** for 3 years after student graduates or has been in program 6 years *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

Grants Management

The activity of applying for and implementing grants.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68635 Rev. 0	***Grant Award Files*** Includes proposal and notification of grant award, funds requested, in-kind contributions and plan of work. Statement of terms and conditions of funded grant project.	**Retain** for 6 years after end of grant period *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68636 Rev. 0	***Grant Final Product and Program – Specific Records*** May include some or all of the following: final record copy of booklets, manuals, resource guides, monographs, studies, audio and video tape and other final grant products in textual or machine-readable form prepared in compliance with "request for proposal" document. May also include grant program-specific records such as surveys and research data.	**Retain** for 6 years after end of grant period *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68639 Rev. 0	***Grant Progress and Final Performance Reports*** Statements on progress, problems and successes in completion of the grant project, including annual, periodic, and final performance reports.	**Retain** for 6 years after end of grant period *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

Grants Management

The activity of applying for and implementing grants.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68640 Rev. 0	***Grant Proposal, Not Accepted*** Includes proposal describing nature and purpose of project, amount of funds requested, in-kind contributions, plan of work and other documents pertaining to grant proposals not funded.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

2. Departmental Unique Series

This section includes unique records series from WWU offices that have no counterpart on the State Agency General Records Retention Schedule or on the WWU General Records Retention Schedule.

100: Board of Trustees

Unique records series of the Board of Trustees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-11-43225 Rev. 0	***Board of Trustees Biographical Information*** Includes biographical information pertaining to Board of Trustees members, and correspondence relating to members' appointments, resignations, and terms of office.	**Retain** for 10 years after appointment expires *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
88-11-43226 Rev. 0	***Public Disclosure Statements – Board of Trustees Members*** Statement of Financial Affairs, Elected Officials, Candidates, and State-Level Appointed Officials, PDC Form F-1. Annual statement filed with Public Disclosure Commission by Board members in compliance with RCW 42.17.240.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

105: President's Office

Unique records series of the President's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55901 Rev. 0	***Faculty Personnel Actions*** Includes recommendation for promotion from dean and/or Provost, President's approval or denial of promotion, appointment, or other personnel action, and copy of correspondence to faculty member regarding action. Provides a record of faculty personnel actions.	**Retain** for 20 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56300 Rev. 0	***Grievance Files, Exempt Professional and Classified Staff*** Communications documenting President's role in proceedings and resolutions involving staff grievances and complaints. (Originals for affirmative action grievances are held by the Equal Opportunity Center; other formal grievances by the Human Resources Office.)	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56299 Rev. 0	***Grievance Files, Faculty*** Communications documenting President's role in proceedings and resolutions involving faculty grievances and complaints. (Originals for affirmative action grievances are held by the Equal Opportunity Center; other formal grievances by the Faculty Senate.)	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56301 Rev. 0	***Grievance Files, Students*** Communications documenting President's role in proceedings and resolutions involving student grievances and complaints. (Originals for affirmative action grievances are held by the Equal Opportunity Center; formal academic grievances by the Dean or Provost.)	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

105: President's Office

Unique records series of the President's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-11-43209 Rev. 0	***Professional Association Relations*** Information from and about professional associations with which the University is associated or of which the University is a member. Documents higher education relations between the President and state, national and international professional associations.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-11-43219 Rev. 0	***Public Disclosure Statements – Financial Affairs*** Statement of Financial Affairs, Elected Officials, Candidates, and state-level Appointed Officials, PDC Form F0. Annual statement filed with Public Disclosure Commission by the President in compliance with RCW 42.17.240.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

107: Internal Auditor

Unique records series of the Internal Auditor.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-07-60383 Rev. 0	***Special Investigation Working Papers – Closed Investigation*** Provides a record of work completed in performance of special investigations.	**Retain** for 6 years after audit issues resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

110: Special Events

Unique records series of Special Events.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-12-53466 Rev. 0	***Special Event Files*** Includes budget, record of expenditures, copies of purchase documents (invoices, purchase forms), guest lists, programs, planning notes, and related correspondence. Provides a record of each special event coordinated by the office.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

121: China Teaching Program

Unique records series of the China Teaching Program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-01-45319 Rev. 1	***China Teaching Program Participant Records*** Participant case files include application materials, references, correspondence with the Director and related documents about participants. Documents student qualifications and placement opportunities/experiences with Chinese universities.	**Retain** for 10 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-03-59037 Rev. 0	***China Teaching Program – Applicants Withdrawn/Not Chosen*** Includes resumes, letters of recommendation, applications, correspondence. Documents student qualifications and placement opportunities with Chinese universities. Applicants withdrew or were not chosen.	**Retain** for 2 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-09-60424 Rev. 0	***Correspondence with Chinese Universities*** Includes applications on behalf of participants for teaching positions; copies of contracts (and proposed contracts) between Chinese universities and participants; correspondence regarding visa applications, and follow-up correspondence between Director and Chinese universities regarding teachers who are in China. Needed for long-term placement information.	**Retain** for 10 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-01-45322 Rev. 0	***Student Index Cards*** File card index of currently or previously enrolled students. Shows student name, address locally and in China, date and amount tuition paid. Used as locator file.	**Retain** permanently.	NON-ARCHIVAL **ESSENTIAL** OFM

121: China Teaching Program

Unique records series of the China Teaching Program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-01-45320 Rev. 0	***Visiting Scholar Files*** Includes resumes, transcripts from Chinese universities and related correspondence from prospective students in China interested in studying at Western Washington University.	**Retain** for 2 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

122: International Programs and Exchanges

Unique records series of International Programs and Exchanges.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-03-60362 Rev. 0	***AHA International Faculty Files*** Includes copies of vita for faculty hired by AHA (a non-profit organization that coordinates study abroad programs) to teach abroad and copies of their course descriptions. Files are used solely for reference to provide information to students about course information.	**Retain** for 5 years after completion of teaching assignment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-06-59173 Rev. 0	***Application Materials, Faculty Teaching Abroad*** Applications, vita and related materials received from faculty selected for teaching in exchange programs abroad.	**Retain** for 3 years after teaching assignment completed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-02-60351 Rev. 0	***Course Masters*** List of approved courses offered through the study abroad program. Generated in the International Programs & Exchanges Office and used for registration purposes only. These courses are not included in the University Bulletin (General Catalog). Provides an historical record of courses offered.	**Retain** for 6 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
99-06-59172 Rev. 0	***Exchange Student Application Materials*** Copies of applications and related materials from students accepted for study at universities located in foreign countries. Material is forwarded to applicable university.	**Retain** for 3 years after date of placement *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

122: International Programs and Exchanges

Unique records series of International Programs and Exchanges.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-01-08192 Rev. 2	***I-20 Forms – Certification of Student Enrollment*** Copy 2 of U.S. Immigration and Naturalization form documenting certification by WWU of foreign undergraduate student's enrollment.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-02-60350 Rev. 0	***International Student Files (Matriculating)*** Files for students include some or all of the following: WWU International Student Application form; I-20 (Certificate of Eligibility for Non-Immigrant F-1 Status); related documentation and correspondence; records of OPT and CPT (practical training authorization for F-1 students). Provides a record of academic progress for non-immigrant international students who matriculate from WWU.	**Retain** for 6 years after completion of WWU degree/6 years in program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-06-59174 Rev. 1	***Study Abroad and Exchange Visitor Program Files*** Files for short-term visiting international faculty and research scholars that include some or all of the following: IAP-66 (Certificate of Eligibility for Exchange Visitor Status) form; copies of Personnel Action forms, curriculum vitae, letter of appointment, and original Exchange Visitor Request form. Also includes files for short-term, non-matriculating students as follows: WWU students studying in foreign countries; foreign exchange students studying at WWU; National Student Exchange Program students. Files for students include some or all of the following: IAP-66 form, copies of transcripts, financial statement, related correspondence; and originals of Application for Program Participation (includes Hold Harmless Agreement); certification of student enrollment and international student application for IAP-66 form.	**Retain** for 6 years after completion of exchange program studies *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

123: Intensive English

Unique records series of Intensive English.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62135 Rev. 0	***Intensive English Program Student Files*** Student files documenting the progress of international students participating in the Intensive English Program. Includes copies of students' I-20 forms, correspondence, and evaluative material relating to coursework (unofficial, non-transcript material). The files serve the administrative purpose of monitoring students' progress while in the program. Students in the program are non-matriculating.	**Retain** for 6 years after program completion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-10-62137 Rev. 0	***Intensive English Program Student Index*** Database index of students currently and previously enrolled in the Intensive English Program. Includes student name, enrollment dates, and fee receipt information. Serves as a record of participants. Series retention applies to individual records in the index.	**Retain** for 30 years after student record is updated *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM

124: International Student and Scholar Services

Unique records series of International Student and Scholar Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-02-60349 Rev. 1	***International Faculty with Permanent Status Files*** Records documenting applications for permanent residency for international faculty. May include: copies of immigration forms I-129, I-140, and accompanying documents; copies of Labor Certification applications; correspondence with US Citizenship and Immigration Services (USCIS) and Department of Labor (DOL). Retention set by 20 CFR 656.10(f).	**Retain** for 5 years after application for Labor Certification submitted *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
15-06-68756 Rev. 0	***International Faculty with Temporary Status Files*** Records documenting temporary visa applications for international faculty. May include: copies of Labor Condition Application (LCA); H-1B petition documents, including immigration form I-129; correspondence with US Citizenship and Immigration Services (USCIS). Retention set by 20 CFR 655.760(c).	**Retain** for 1 year after permanent residency status attained or H-1B visa status expires *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

165: University Communications

Unique records series of University Communications.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-11-60278 Rev. 0	***Letters of Reference/Interns*** Letters of reference documenting fulfillment of Journalism Dept. students internship requirements in Public Information Office. Includes letters for former work-study students employed in the office. Needed for long-term reference when requested by former students for career advancement.	**Retain** for 8 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

200: Equal Opportunity Office

Unique records series of the Equal Opportunity Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-12-24081 Rev. 4	***Equal Opportunity Office Activities*** Correspondence, summaries, reports, associated back-up documents, & information which documents EOO activities in the areas of recruiting, training and intake (advisement, referral, consultation, complaints).	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

201: Curriculum Office

Unique records series of the Curriculum Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60196 Rev. 0	***Course History Files*** Includes Request for New Course forms with attached course outline. Forms used to gain approval for new academic courses. Contains information on course author, department, title, number of credits, type of course, course description, and related information. Provides an historical record of approved courses offered, including one-time only courses, seminars, and those for special topics.	**Retain** for 5 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

205: Faculty Senate Office

Unique records series of the Faculty Senate Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-05-44358 Rev. 1	***Ballots*** Official ballots of Faculty Senate elections and results of faculty referendums.	**Retain** for 2 years after certified *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-03-68747 Rev. 0	***Council of Faculty Representatives Records*** Reports, travel vouchers, event records, and correspondence related to faculty representation before the legislature and in combination with the other Washington State baccalaureates. The Council of Faculty Representatives (CFR) representative is appointed by the Faculty Senate.	**Retain** for 10 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-05-44338 Rev. 1	***Faculty Senate Executive Council Meeting Notes*** Records discussions connected to preparation of agendas during Senate Executive Council meetings; includes work-product communications between the Faculty Senate and the University administration and the Board of Trustees.	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

205: Faculty Senate Office

Unique records series of the Faculty Senate Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-05-44340 Rev. 1	***Faculty Senate President's Files*** Includes administrative and faculty correspondence, memoranda, reports, directives, and other documents related to matters presented for consideration by the Faculty Senate and its committees. Includes records of evolving policies and procedures.	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
89-05-44334 Rev. 1	***Planning Proposals and Logs of Actions*** Includes Senate Retreat material, logs of motions and actions of the Senate and its standing committees, and related support material.	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
89-05-44352 Rev. 1	***WWU Governance Committee Files*** Includes materials relating to faculty service including committee rosters and appointment letters indicating length of service on the Senate and its standing committees and "other" university committees. Prepared and maintained by the Faculty Senate Office. Committee database maintained online. Appointment letters transferred to Presidents' files.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

221: College of Sciences and Technology

Unique records series of the College of Sciences and Technology.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-08-61560 Rev. 0	***College of Sciences and Technology Administration and Management Files*** Documentation of administration and management of the College of Sciences and Technology. May include memoranda, guidelines, and record of administrative actions. May also include university guidelines and actions to establish and support College of Sciences and Technology academic standards. Provides documentation and support of program administration over multiple planning and accreditation cycles.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
07-08-61561 Rev. 0	***Department Chair Description*** Material relating to the procedures, responsibilities, stipend, and other information used to describe the position of chair for departments in the college.	**Retain** for 5 years after superseded *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
07-08-61563 Rev. 0	***Letters of Recommendation*** Letters of recommendation written by the Dean for employees or former employees, and for students or former students.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

221: College of Sciences and Technology

Unique records series of the College of Sciences and Technology.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-08-61564 Rev. 0	***Minutes, Curriculum and Faculty Affairs Council*** Curriculum Council minutes document the establishment of curriculum policy for College of Sciences and Technology; minutes of Faculty Affairs Council document policy-making process of the college. Together the records document the development and implementation of curricular policy for the college, and are referenced over multiple planning and accreditation cycles.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
07-08-61566 Rev. 0	***Professional Association Relations*** Includes correspondence, memoranda, and copies of reports and other related material documenting relations between the college or departments and professional associations. Retained for reference and for possible use in accreditation.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-08-61567 Rev. 0	***Reports and Plans, Program Policy Documentation*** Academic plans of departments and College, annual reports, reduction-in-force documents, departmental evaluations, and other reports providing data and projections for Sciences and Technology program policy over multiple planning periods.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

222: Biology Department

Unique records series of the Biology Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-02-41604 Rev. 0	***Graduate Program Management*** Includes memoranda, correspondence, internship arrangements and other documentation pertaining to administration of graduate programs offered by the department.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-02-41608 Rev. 0	***Professional Associations*** Includes correspondence, memoranda, copies of reports; documents higher education relations between the department and state and national professional associations interested in and concerned with the study of life and the environment.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-02-41602 Rev. 0	***Summer Session and Subject-To-Enrollment (STE) Course Staffing Records*** Includes office copies of faculty applications, vitae, letter of offer, and related documents. Provides a record of staffing for summer session program and STE workshops offered during summer quarter.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-02-41603 Rev. 0	***Summer Session and Subject-To-Enrollment Planning*** Includes materials used in planning for Summer Session and STE workshops, and preparation of bulletins and other publications for summer program.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

230: Computer Science Department

Unique records series of the Computer Science Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-10-44973 Rev. 1	***Accreditation Documentation*** Documentation pertaining to accreditation development, including parameters for continuance of program. Includes final proposal and acceptance. Provides a record of department's accreditation by Computing Science Accreditation Board.	**Retain** for 6 years after accreditation received *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

300: President/Provost's Office: Provost's Files

Unique records series of the President/Provost's Office: Provost's Files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-12-56305 Rev. 0	***Budget Files*** Includes copies of budgets, financial data, correspondence, memoranda and related material pertaining to the development and administration of the University's budget.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
97-05-57724 Rev. 0	***Grievance Files, Administrative – Exempt and Classified Staff*** Communications documenting Provost's role in proceedings and resolutions involving staff grievances and complaints. (Originals for affirmative action grievances are held by Equal Opportunity Center; other formal grievances by the Human Resources Office).	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
97-05-57723 Rev. 0	***Grievance Files, Faculty*** Communications documenting Provost's role in proceedings and resolutions involving faculty grievances and complaints. (Originals for affirmative action grievances are held by the Equal Opportunity Center; other formal grievances by the Faculty Senate).	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
97-05-57725 Rev. 0	***Grievance Files, Students*** Communications documenting Provost's role in proceedings and resolutions involving student grievances and complaints. (Originals for affirmative action are held by the Equal Opportunity Center; formal academic grievances by the Dean or Provost / V.P. for Academic Affairs.)	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

300: President/Provost's Office: Provost's Files

Unique records series of the President/Provost's Office: Provost's Files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60314 Rev. 0	***Investigative Records*** Individual case files related to faculty misconduct in research and scholarship. Includes investigation material, correspondence, findings, disposition of case. Maintained in accord with Faculty Handbook.	**Retain** for 6 years after final disposition of case *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
95-12-56311 Rev. 0	***Minutes, Agendas and Communications with WWU Committees, Commissions and Councils*** Meeting agendas, minutes and correspondence documenting communications with those committees, commissions and councils which establish policies and procedures for the University.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-12-56317 Rev. 0	***Professional Association Relations*** Information from and about professional associations with which the University is associated or a member. Documents higher education relations between the Provost and state, national and international professional associations.	**Retain** for 4 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
95-12-56303 Rev. 0	***Special Projects & Activities*** Surveys, questionnaires, correspondence and other materials related to special projects of the Provost's Office.	**Retain** for 4 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

302: Provost's Office: Faculty Personnel Records

Unique records series of the Provost's Office: Faculty Personnel Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-02-16762 Rev. 1	***Faculty Personnel Records*** Updated vita, annual reports submitted to the dean; copies of all communications with the faculty member regarding appointment & terms of contract, chairperson's annual letters of evaluation of non-tenured faculty; letters of commendation or criticism.	**Retain** for 60 years after termination of employment *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
98-07-58627 Rev. 0	***Grievance Records*** Record of grievances brought against the University by faculty. Documents the nature of the complaint and its resolution.	**Retain** for 6 years after grievance resolved / withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
76-02-16761 Rev. 1	***Tenure and Promotion Files*** Includes copies of vita; approval/disapproval letter; letters of recommendation from department chair, appropriate Dean, tenure and promotion committee pertaining to review of faculty member eligible for tenure/promotion.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

305: College of Humanities and Social Sciences

Unique records series of the College of Humanities and Social Sciences.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-09-32918 Rev. 0	***Administration and Management*** Memoranda, guidelines and administrative actions that provide a record of program management and administration in Humanities & Social Sciences; also includes university guidelines and actions used to establish and support Humanities & Social Sciences academic standards.	**Retain** for 4 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
83-09-32910 Rev. 0	***Department Chair Description*** Material relating to procedures, responsibilities, stipend, and other information used to describe the position of chair for departments in the College.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
83-09-32909 Rev. 0	***Department Chair Selection and Evaluation*** Correspondence of Dean and search committees, confidential dept. evaluations of chairs, and related documents that provide a record of actions pertaining to the selection and evaluation of department chairs in the College of Humanities & Social Sciences.	**Retain** for 6 years after termination of appointment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-09-32908 Rev. 0	***Faculty Awards and Evaluations*** Copies of policies and procedures for tenure & promotion and other faculty awards and honors; correspondence regarding selection procedure, confidential evaluations and materials from College depts. and committees providing support documentation.	**Retain** for 7 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

305: College of Humanities and Social Sciences

Unique records series of the College of Humanities and Social Sciences.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-09-32907 Rev. 0	***Faculty Personnel Records*** Results of tenure & promotion, merit, non-tenured evaluations, copies of letters regarding employment, and other confidential information used to provide back-up record for Humanities & Social Sciences faculty personnel files maintained by Provost's Office.	**Retain** for 7 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-09-32919 Rev. 0	***Grievance Cases*** Communications documenting Dean's role in proceedings and resolutions involving student, faculty, staff, affirmative action-type grievances.	**Retain** for 6 years after grievance resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-02-56503 Rev. 0	***Honorarium Authorization*** Agreement signed by faculty seeking authorization to conduct activity and receive compensation for same. States terms those granting honorarium will follow, and that activity will not detract from faculty member's obligations to WWU.	**Retain** for 6 years after end of fiscal year in which agreement terminates *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
83-09-32920 Rev. 1	***Minutes, Curriculum and Faculty Affairs Councils*** Minutes of Curriculum Council establish curriculum policy for College of Humanities & Social Sciences; minutes for Faculty Affairs Council document policy-making process of Humanities & Social Sciences.	**Retain** for 7 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

305: College of Humanities and Social Sciences

Unique records series of the College of Humanities and Social Sciences.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68654 Rev. 0	***Meeting Minutes and Agenda, Curriculum Council (Humanities & Social Sciences)*** Minutes establish curriculum policy for College of Humanities & Social Sciences; minutes for FAC document policy-making process of Humanities & Social Sciences.	**Retain** for 7 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
83-09-32917 Rev. 0	***Reports and Plans, Program Policy Documentation*** Academic plans of departments and College, annual reports, Reduction-in-Force documents, departmental evaluations, and other reports providing data and projections for Humanities & Social Sciences program policy.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

324: Canadian American Studies

Unique records series of Canadian American Studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-02-51985 Rev. 0	***Conference/Seminar Files*** Includes agendas, correspondence, budget working papers, publicity materials and other information. Provides a record of conferences, seminars, and related activities where department helped coordinate event.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
93-02-51983 Rev. 0	***Faculty/Student Exchange Program*** Documents pertaining to the exchange of faculty and students with other educational institutions offering Canadian Studies programs. For faculty: copies of vita, correspondence, proposals; for students: copies of application and correspondence. Filed by individual faculty or student.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-02-51984 Rev. 0	***Field Trip Files*** Includes copies of purchase documents, itineraries, and related materials pertaining to field trips taken by students in departmental courses.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-02-52004 Rev. 0	***Internship Records*** Includes application for internship, correspondence and related materials concerning activities of students serving internships in the department.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

324: Canadian American Studies

Unique records series of Canadian American Studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-02-51981 Rev. 0	***Professional Association Relations*** Includes correspondence, memoranda, and copies of reports and other related material; documents relations between the department and professional associations.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-02-51980 Rev. 0	***Relations with Other Institutions, Agencies, and Organizations*** Includes correspondence, memoranda, copies of reports and other related materials. Documents interaction and communications between the department and other educational institutions, the Canadian government, other governmental entities and private groups or businesses.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

335: English Department

Unique records series of the English Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-08-28791 Rev. 0	***Professional Association Records*** Includes correspondence, copies of reports, memoranda; documents relations between English Department and professional associations and organizations interested in and concerned with teachers of English.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

336: English Department Graduate Program

Unique records series of the English Department Graduate Program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-06-56817 Rev. 0	***Graduate Program Applicants – Admitted But Not Attending or Denied Admission*** Admission documents for applicants to the graduate program who were either admitted, but are not attending or who were denied admission. Includes departmental copies of application and transcripts, test scores, and related documents.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56815 Rev. 0	***Graduate Student Records – Program Completed*** Individual files for students who have completed a graduate degree program in English. Includes departmental copies of application and transcripts; test scores, and related materials. Provides documentation pertaining to graduates.	**Retain** for 5 years after student completes program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56816 Rev. 0	***Graduate Student Records/Incomplete Program*** Records for students who have failed to complete the graduate degree program requirements within the five-year time limitation. Includes departmental copies of application and transcripts, test scores, and related materials. Documents individual student status in relationship to degree requirements.	**Retain** for 1 year after student fails to meet program requirements *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

355: History Department

Unique records series of the History Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-09-30330 Rev. 1	***Faculty Evaluation and Assignment Records*** Includes information on tenure and promotion, awards, grants, professional leaves, faculty workload analysis, merit raises, non-tenured evaluations; assists in assessment of professional and scholarly qualifications of faculty.	**Retain** for 7 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
82-09-30340 Rev. 0	***Graduate Program In Archival and Records Management Administration/Program Administration*** Includes correspondence of director, intra-university memoranda, notices of job opportunities, and other related documents that provide a record of program management.	**Retain** for 4 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
82-09-30339 Rev. 0	***Graduate Program In Archival and Records Management Administration/Program Documentation*** Includes Archival Advisory Board minutes, course syllabi and flyers, internship arrangements, student information and evaluations; provides a history of program development and student performance.	**Retain** for 5 years after termination of program *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
82-09-30344 Rev. 0	***Professional Associations Records*** Includes correspondence, copies of reports, memoranda; documents relations between department and historical and archival organizations.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

365: Journalism Department

Unique records series of the Journalism Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-02-52585 Rev. 0	***Adele Saltzman Loan Fund Files*** Includes copies of applications, loan account forms and related correspondence for eligible Journalism Department students who borrow from fund.	**Retain** for 5 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-02-52588 Rev. 0	***Editor In Residence Files*** Includes correspondence, brochures and other materials pertaining to quarterly visits by off-campus editors.	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
94-02-52581 Rev. 1	***Internship Records*** Includes weekly reports submitted by interns to faculty, published articles written by interns, and related materials pertaining to participation by students in off-campus internship programs. Filed alphabetically by year. Referenced for placement information.	**Retain** for 5 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-02-52589 Rev. 0	***Pacific Northwest Newspapers Association Report and Evaluation*** Report containing evaluation of Journalism Department programs compiled by Pacific Northwest Newspapers Association.	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

365: Journalism Department

Unique records series of the Journalism Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-02-52584 Rev. 0	***Records of Contests and Competitions*** Includes copies of articles students enter in contests and competitions sponsored by Society of Professional Journalists and other professional associations, along with related correspondence.	**Retain** for 10 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

385: Philosophy Department

Unique records series of the Philosophy Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47740 Rev. 0	***Summer Session & Subject-To-Enrollment (STE) Course Staffing Records*** Includes departmental copies of faculty application, vitae, letter of offer, and related documents. Provides a record of staffing for summer session and STE enrollment programs.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47758 Rev. 0	***Summer Session and Subject to Enrollment (STE) Planning*** Includes materials used in planning for Summer session and STE workshops and preparation of publication for summer programs.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

390: Physical Education Health and Recreation

Unique records series of Physical Education Health and Recreation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-09-40797 Rev. 0	***Center for Regional Services/University Extension Course Records*** Includes departmental copies course proposals, instructor's contracts, budget information and related materials. Provides a record of credit and non-credit courses offered through Center for Regional Services/Univ. Extension.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-09-40812 Rev. 0	***Facilities Maintenance and Construction Files*** Includes estimates, architect's plans, construction reports, maintenance requests and charges, and related material. Provides a record of alteration, construction and maintenance of PEHR facilities, including playing fields, tracks, tennis courts.	**Retain** for 5 years after completion or cancellation of job *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-09-40805 Rev. 0	***Faculty Evaluation and Assignment Records*** Includes annual (activity) reports, information on tenure and promotion, awards, grants, professional leaves, merit raises, non-tenured evaluations, and materials from dept. committees which provide support documentation for tenure and promotion.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-09-40816 Rev. 0	***Graduate Degrees List*** Computer printout. Provides a record of graduate students who have earned degree.	**Retain** for 7 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

390: Physical Education Health and Recreation

Unique records series of Physical Education Health and Recreation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-09-40799 Rev. 0	***Summer Session Planning Files*** Includes materials used in planning for Summer Session curriculum, staffing, and publications.	**Retain** for 6 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-09-40798 Rev. 0	***Summer Session Staffing Records*** Includes departmental copies of faculty applications, vitae, letter of offer, and related materials.	**Retain** for 6 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

400: Political Science Department

Unique records series of the Political Science Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54883 Rev. 0	***Departmental Administration Records*** Includes Department Chair correspondence, memos to department faculty, and other documentation pertaining to routine management of the department.	**Retain** for 4 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
94-12-54902 Rev. 0	***Professional Association Relations*** Includes correspondence, memoranda, and copies of reports and other related material; documents relations between the department and professional organizations.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-06-55275 Rev. 0	***Summer Session Staffing Records*** Includes departmental copies of faculty application, vitae, letter of offer, and related documents. Provides a record of staffing for summer session.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

405: Psychology Department

Unique records series of the Psychology Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-09-40865 Rev. 0	***Departmental Administrative Files*** Includes correspondence of Department Chair, memos to department faculty. Provides information pertaining to management of the department.	**Retain** for 5 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
87-09-40866 Rev. 0	***Grievance Records*** Includes resolutions, petitions, correspondence and other grievance related documents. Provides documentation pertaining to Chair's role in grievance proceedings for faculty, staff, and students.	**Retain** for 6 years after resolution of the grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-09-40880 Rev. 0	***Summer Session Planning Records*** Materials used in planning summer session curriculum, staffing and publications.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

406: Psychology Graduate Office

Unique records series of the Psychology Graduate Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54859 Rev. 0	***Client Applications – Not Seen In Clinic*** Questionnaire gathered from potential clients who call-in requesting counseling. Clients were not seen in clinic.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-12-54858 Rev. 0	***Client Case Files*** Files for each client seen in the Training Clinic: intake questionnaire, statement of understanding, summary of sessions, final case summary & related materials. Record of diagnosis/ counseling given by Graduate Interns in Training Clinic under supervisor	**Retain** for 10 years after date of last client visit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
94-12-54857 Rev. 0	***Graduate Program Applicants – Admitted But Not Attending or Denied Admission*** Admissions documents for applicants to the Psych Grad Programs who were either admitted, but not attending, or who were denied admission. Copies of application, transcript, GRE scores, personal statement, evaluations, related materials.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

410: Sociology Department

Unique records series of the Sociology Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-01-30974 Rev. 0	***Departmental Administration*** Includes correspondence of chairperson and other related documents that provide a record of administrative actions pertaining to academic and other program management.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
96-06-56820 Rev. 0	***Graduate Program Applicants – Admitted But Not Attending or Denied Admission*** Admissions documents for applicants to the Sociology Graduate Program who were either admitted, but are not attending, or who were denied admission. Includes copies of application, transcripts, letters of recommendation, correspondence, and related documents.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
86-03-36317 Rev. 0	***Research Data – Grant Supported Projects*** May include some or all of the following: data collection and evaluation instruments, statistics, questionnaires, surveys, etc. Provides back-up data used in preparation of summary reports, documentation/evaluation, etc.	**Retain** for 7 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

420: Communication Sciences and Disorders: Speech-Language-Hearing Clinic

Unique records series of the Communication Sciences and Disorders: Speech-Language-Hearing Clinic.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-07-30130 Rev. 1	***Client Case Files*** Case files document visits by individual clients to Audiology and Speech Pathology clinics. Records include release of information form, test results, and related correspondence. Summarizes patient diagnoses made by clinic consultants; documents recommended treatment and referral information.	**Retain** for 10 years after date of last patient visit *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
82-07-30140 Rev. 2	***Client Case Files – Patients Under 12*** May include release of information form, client in-take questionnaire, diagnostic report, therapy program-lesson plans, final summary and recommendation, test results, hearing evaluation report, related correspondence. Summarizes patient diagnosis made by clinic consultants; documents recommended treatment and referral information for patients who were minors.	**Retain** for 10 years after date of last patient visit or patient attains 21 years of age, whichever is longer *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

421: Communication Sciences and Disorders Department

Unique records series of the Communication Sciences and Disorders Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-11-45145 Rev. 0	***Accreditation and Certification – Policy Documentation*** Includes annual report submitted to American Speech-Language Hearing Association Board and other documentation and accreditation standards received from Association. Provides a record of accreditation and certification for the department.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
89-11-45143 Rev. 0	***Contracts and Agreements for Extern Program*** Includes contracts, agreements and related correspondence with public service institutions with whom the department has made contractual arrangements to provide services and resources in the department's extern program.	**Retain** for 6 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
89-11-45144 Rev. 0	***Externship Placement Files*** Information about students currently involved in externship program. Provides an updated record of student externship placement.	**Retain** for 3 years after updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-11-45149 Rev. 0	***Full-Time Equivalent Faculty, Student Credit Hour, and Enrollment Data Statistics*** Printouts providing SCH quarterly figures, academic performance summaries, degree applicants grade point average records, enrollment figures, FTEF reports, courses by faculty, workload analysis and related data; used for statistical analysis and planning.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

421: Communication Sciences and Disorders Department

Unique records series of the Communication Sciences and Disorders Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-09-58077 Rev. 0	***Graduate School – Comprehensive Exams*** Includes comprehensive exam taken by graduate students as part of the requirements for graduation in the Speech Pathology/Audiology program. Final test scores maintained in student files.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
86-08-37436 Rev. 3	***Graduate Student Files (Individual Student Files)*** Provides documentation of clinical practicum experience/clock hours and evaluation for audiology and speech pathology upper division and graduate students. Graduate student files include copies of application, transcript, test scores, & related documents.	**Retain** for 20 years after degree received or student withdrawn from program *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
97-09-58076 Rev. 0	***Graduate Student Records/Admitted But Not Attending or Denied Admission*** Includes copies of applications, test scores, transcripts and related materials. Provides a record for students who have been admitted, but did not attend, or for those denied admission to the department graduate program.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-11-45150 Rev. 0	***Summer Session Planning*** Materials used in planning for Summer Session, including those used in preparation of bulletins and other publications for summer programs.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

421: Communication Sciences and Disorders Department

Unique records series of the Communication Sciences and Disorders Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-11-45151 Rev. 0	***Summer Session Staffing Records*** Departmental copies of faculty application, vitae, letter of offer, and related information. Provides a record of staffing for Summer Session programs.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

430: College of Business and Economics

Unique records series of the College of Business and Economics.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33831 Rev. 1	***Academic Full-Time Equivalency (FTE) Planning*** Copies of allocation request forms, contracts, leave requests, FTE allocations, department rosters, and related information documenting faculty staffing for College of Business & Economics.	**Retain** for 10 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-09-44849 Rev. 0	***Accreditation/Policy Documentation*** Includes memoranda, reports, documents, position papers, accreditation standards from American Association of Collegiate Schools of Business; evaluation materials documenting accreditation process for the College.	**Retain** for 10 years after completion of accreditation process *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
84-05-33836 Rev. 1	***Budget/Financial Planning*** Financial documentation for all budgets under Dean's review; capital, operating, travel, equipment, honoraria. Includes budget status reports, correspondence, amendment of allotment transactions from CBE budget to departments/programs; used to establish current budget allotments and to document expenditures.	**Retain** for 10 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

430: College of Business and Economics

Unique records series of the College of Business and Economics.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33839 Rev. 0	***Business and Economics Committees, Councils, Minutes and Agenda*** Minutes, reports, memoranda of all committees other than College Policy Council, College Faculty, and Curriculum Policy Committee submitting recommendations to the Dean.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
84-05-33824 Rev. 0	***Business and Economics Departments/Programs Interaction*** Includes office copies of departmental minutes, memoranda, requests for staffing and funding, inquiries, general correspondence between Dean and academic departments and programs in the College; provides a record of College/unit interaction.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33857 Rev. 0	***Business and Economics Scholarships and Awards*** Includes application form, copy of award notice sent to Student Financial Resources Office, correspondence and related documents providing a record of scholarships and awards made to Business and Economics majors.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

430: College of Business and Economics

Unique records series of the College of Business and Economics.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33833 Rev. 0	***College of Business and Economics (CBE) Reports and Plans*** Academic plans of departments and College, institutional plans, reduction-in-force (RIF) documents, departmental evaluations and other reports providing data and projections for College program policy.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
93-09-52930 Rev. 0	***Course History Files*** Includes course syllabi and related materials. Provides a detailed record of the content of approved courses for the college.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
84-05-33842 Rev. 0	***Department Chair Description*** Includes material relating to procedures, responsibilities, stipend and other information used to describe the duties of chair for departments in the College.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

430: College of Business and Economics

Unique records series of the College of Business and Economics.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33841 Rev. 0	***Department Chair Selection and Evaluation*** Includes correspondence of Dean and search committees, department evaluations of chairs and related documents that provide a record of actions pertaining to the selection and evaluation of department chairs in the College of Business and Economics.	**Retain** for 5 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33840 Rev. 1	***Faculty Development, Evaluations and Awards Records*** Includes faculty evaluations of individual applicants for tenure and/or promotion in the College; reports, merit increases, professional leaves, teaching awards and other faculty awards and honors, correspondence and other materials from College departments and committees that provide support documentation for recommendations made by the Dean to the Provost.	**Retain** for 10 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33835 Rev. 1	***General Policy Documentation/Business and Economics*** Includes By-Laws of the College, organizational charts, back-up material used for preparation of policy and functional statements, regulations, procedures; provides a record of policy history of the College.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM

430: College of Business and Economics

Unique records series of the College of Business and Economics.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33855 Rev. 0	***Intalco Lecture Series – Rosters of Guest Speakers*** Individual case files used to maintain a record of each guest lecturer in the Intalco Lecture Series. Includes name, address, and other biographical data.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
84-05-33854 Rev. 0	***Lecture and Special Program Files*** Includes letters, memoranda, copies of procedures and related information; back-up material used in planning and preparation of program and publicity for Intalco Distinguished Lecture Series and other special activities sponsored by the College.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
84-05-33838 Rev. 0	***Minutes and Agenda of Curriculum Committee*** Includes minutes, agenda materials, memoranda, and related documents. Documents development of curriculum and curriculum-related policies for College of Business and Economics.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

430: College of Business and Economics

Unique records series of the College of Business and Economics.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33851 Rev. 0	***Professional Education Associations/Organizations Records*** Includes correspondence, memoranda, copies of reports; documents higher education relations between College and other state and national professional associations.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49347 Rev. 0	***Scholarship Award Applicants*** Scholarship application form and related documents for those who applied for, but did not receive, a scholarship or award for Business and Economics majors.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33859 Rev. 1	***Summer Session Appointments and Statistical Information*** Includes faculty correspondence, copies of letters of offer, salary information, full-time equivalency (FTE) allocations, statistical data and related materials. Provides a record of staffing and allocations for Summer Session.	**Retain** for 10 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

455: Center for Economic Vitality

Unique records series of the Center for Economic Vitality.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-07-50874 Rev. 1	***Client Files*** Includes Small Business Administration Request for Counseling Form #641 and Counseling Records, Form #1062. Includes correspondence with clients. Arranged alphabetically. Provides a record of business counseling services provided to individual clients under Small Business Administration grant contract guidelines. Client file may be re-activated and original client number and signature required by SBA.	**Retain** for 9 years after project completed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-07-50876 Rev. 0	***Workshop Documentation*** Includes workshop topics, outlines, presenters, and attendance. Provides a record of business skill development workshops presented by Skagit Valley College in fulfillment of requirements as sub-contractor for the Small Business Development Center (SBDC) at WWU.	**Retain** for 7 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

460: College of Fine and Performing Arts

Unique records series of the College of Fine and Performing Arts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-11-57335 Rev. 0	***Accreditation Documentation*** Includes memoranda, reports and related materials documenting accreditation process for the College.	**Retain** for 6 years after completion of accreditation process *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
96-11-57312 Rev. 0	***Budget Planning and Control*** Financial documentation for all budgets under Dean's review: capital, operating, travel, equipment, honoraria. Includes correspondence, budget status reports, copies of amendment of allotments from Fine & Performing Arts budget to depts./programs.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-11-57359 Rev. 0	***Committee Records*** Minutes, agenda, reports and related materials from ad hoc committees or task forces chaired or formed by the Dean on matters related to the entire university.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-11-57320 Rev. 0	***Faculty Development, Evaluations and Award Records*** Includes faculty evaluations of individual applicants for tenure and/or promotion in the College; reports, merit increases, professional leaves, teaching awards, other faculty awards and honors, correspondence and other materials from College departments and committees that provide support documentation for recommendations made by the Dean to the Provost.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

460: College of Fine and Performing Arts

Unique records series of the College of Fine and Performing Arts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-11-57321 Rev. 0	***Grievance Files*** Individual case files. Includes copies of notice of grievance, correspondence and related materials. Documents Dean's role in proceedings and resolutions involving student, faculty and staff grievances.	**Retain** for 6 years after resolution of grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-11-57354 Rev. 0	***Interaction with Fine and Performing Arts Department / Programs*** Includes office copies of correspondence, departmental committee meeting minutes, reports and related materials documenting interaction between the Dean and College departments and programs.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
96-11-57332 Rev. 0	***Letters of Recommendation*** Letters written by the Dean for employees or former employees, and for students or former students.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
08-01-61704 Rev. 0	***Performing Arts Center Series Records*** Records detailing the annual presentations and performances by artists in the series the College of Fine and Performing Arts organizes for the university and community as cultural enrichment. Includes press releases, programs, photographs, and other materials documenting the events.	**Retain** for 5 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

460: College of Fine and Performing Arts

Unique records series of the College of Fine and Performing Arts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-11-57363 Rev. 0	***Professional Association Relations*** Includes correspondence, memoranda and copies of reports and other related material; documents relations between the department and professional organizations.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
96-11-57340 Rev. 0	***Report to Higher Education Arts Data Service*** Contains data on the college, such as the number of majors, faculty, salary ranges, classroom spaces and other departmental/program information. Provides an historical record of significant college data.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
96-11-57352 Rev. 0	***Summer Session Planning*** Includes materials used in planning for Summer Session and preparation of bulletins and other publications for summer programs.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-11-57322 Rev. 0	***Summer Session Staffing Records*** Includes departmental copies of faculty application vitae, letter of offer, and related documents.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

462: College of Fine and Performing Arts Performance Facilities

Unique records series of the College of Fine and Performing Arts Performance Facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-02-60345 Rev. 1	***College of Fine & Performing Arts (CFPA) Event Folders*** Correspondence with either on-campus or off-campus sponsor for purposes of event planning and follow-up.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-02-60346 Rev. 1	***College of Fine and Performing Arts Facilities Event Contracts/Agreements*** Contracts and agreements for each performance event, including the signed Settlement Report, which details the event's ticket sales, revenue, city admissions tax (if applicable), service and facilities use fees.	**Retain** for 6 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-11-57365 Rev. 2	***House Management Records*** Summary of performance information. Includes event name, date, start time, performance length and ticket stub count. Packet includes ticket stubs, signed House Manager's Report and Usher sign-in.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

465: Art Department

Unique records series of the Art Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22155 Rev. 0	***Continuing Education Program*** Includes records and correspondence pertaining to the Continuing Education Program; letters of offer to and Personnel Action forms for adjunct faculty teaching off campus; correspondence and other materials about the Bellevue Art Museum teaching program.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-10-44989 Rev. 0	***Departmental Program Management*** Includes memoranda, program reviews, chairperson's correspondence, and related documents; provides a record of administrative actions pertaining to academic and other departmental program management.	**Retain** for 7 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
89-10-45010 Rev. 0	***Relations with Other Institutions, Agencies, and Organizations*** Includes correspondence, memoranda, and copies of reports and other related materials. Documents communications between the department and offices of business, government and other public service institutions that perform educational functions.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

466: Western Gallery

Unique records series of the Western Gallery.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-11-56243 Rev. 0	***Art Donor Files*** Correspondence, copies of contracts, deeds of gift, and related information for each donor of an art work to the University. Used to access information about donors.	**Retain** for 5 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
95-11-56241 Rev. 0	***Gallery Exhibitions History Files*** Individual files which document the history of each exhibition shown in the Western Gallery. Includes programs, catalogs of the exhibition; correspondence with artists and art dealers, and related information.	**Retain** for 5 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
95-11-56242 Rev. 0	***Gallery Exhibitions Listing*** Lists of exhibitions shown in the Western Gallery. Includes date, title, organizer, attendance, budget, programs, and related information. Lists before 1989 contain date and exhibition title only.	**Retain** for 5 years after updated *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

466: Western Gallery

Unique records series of the Western Gallery.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-11-56240 Rev. 0	***Outdoor Sculpture Collection Files*** Photos, slides, and publications about each sculpture on campus. Includes files for each artist with correspondence, biographical information, and related material. Also includes photo request forms and inventory of lost/deaccessioned items for reference.	**Retain** for 5 years after sculpture removed from collection *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
14-09-68690 Rev. 0	***University Collection Database*** Information on each art work collected by or donated to the University. Includes size, origin, acquisition date, appraisal information, exhibition history, and other information about each work.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-11-56239 Rev. 0	***University Collection Documentation Sheets*** Documentation sheets retained in notebook detailing all art works held. Includes information on the size, origin, acquisition date, appraisal information, exhibition history. Provides complete reference to all items in collection.	**Retain** for 5 years after updated *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM

466: Western Gallery

Unique records series of the Western Gallery.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-11-56237 Rev. 0	***University Collection Documents*** Photos, slides and/or catalogs, drawings, inventories of lost/deaccessioned items, photo request forms, and other info. about various art works collected or donated. Includes documentation sheet detailing size, origin, and related information.	**Retain** for 5 years after removed from collection *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

470: Music Department

Unique records series of the Music Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-10-60440 Rev. 0	***Accompaniment Fee Records*** Includes request for musical accompaniment with attached receipt paid to Cashier for fee. Also includes log of scheduled dates.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
02-10-60443 Rev. 0	***Instrument Library Inventory*** Inventory of musical instruments and sheet music listed on Excel spreadsheet program.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-10-60442 Rev. 0	***Locker Key Deposit Fee Files*** Documents pertaining to deposit fee charged to students for locker to store musical instruments. Includes deposit fee receipt paid to Cashier and authorization for refund when key returned.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

475: Theatre and Dance Department

Unique records series of the Theatre and Dance Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-01-47235 Rev. 0	***Departmental Program Management*** Includes memoranda, program reviews, chairperson's correspondence, and related documents; provides a record of administrative actions pertaining to academic and other departmental program management.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
91-01-47240 Rev. 0	***Faculty Position Control Report*** Computer printout showing faculty salary, full-time equivalency (FTE) status, if on sabbatical or other leave. Provides a current listing of department faculty status.	**Retain** for 1 year after updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-01-47252 Rev. 0	***Graduate Program Management*** Includes memoranda, correspondence, internship arrangements and other documentation pertaining to administration of graduate programs offered by the department.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-11-57310 Rev. 0	***Hold Harmless Agreements*** Agreement signed by participants in Theatre Arts productions. Holds university harmless from responsibility or liability for injuries or damage not directly caused by negligence. Filed with Personal Information sheet completed by participant.	**Retain** for 6 years after event completion/cancelled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

475: Theatre and Dance Department

Unique records series of the Theatre and Dance Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-01-47253 Rev. 0	***Incomplete Grade Contracts*** Contracts between instructor and student setting terms for course completion and assignment of incomplete grade; includes related correspondence.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

480: Woodring College of Education: Dean's Office

Unique records series of the Woodring College of Education: Dean's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-08-28801 Rev. 1	***Academic Planning*** Includes departmental/program annual plans, reports, data on student credit hours and full-time equivalent (FTE) faculty information. Provides a record of reports and statistical data used for program planning. Data created and maintained electronically.	**Retain** for 4 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
81-08-28811 Rev. 0	***Accreditation and Certification – Policy Documents*** Includes memoranda, reports, documents, position papers, certification standards, and accreditation association standards from: State Board of Education, Superintendent of Public Instruction, Council for Postsecondary Education, and accreditation associations. Provides a record of accreditation and certification for the university.	**Retain** until end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
81-08-28799 Rev. 1	***Budget/Finances – Planning and Control*** Provides financial information for the Dean's review to supervise preparation of budget requests by the budgetary units within the College of Education. Record of expenditures by category; related budget reports.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
81-08-28803 Rev. 0	***General Catalog or Catalog Supplement*** Background material for preparation of catalog copy; includes records of approved curricular additions, changes, deletions to be published in the General Catalog or Catalog Supplement.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

480: Woodring College of Education: Dean's Office

Unique records series of the Woodring College of Education: Dean's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-08-28813 Rev. 0	***Professional Education Advisory Board (PEAB) (Western's Official Cooperative Program Unit)*** Includes minutes, agenda, policies, procedures, reports, correspondence, membership data. Documents coordination, development and evaluation of professional studies programs for educational personnel in the State of Washington in accordance with WAC 180-78-050, Program Approval Standards and Criteria. Provides a record of Western's compliance with the statute.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
81-08-28816 Rev. 0	***Professional Education Associations/Organizations*** Includes correspondence, memoranda, copies of reports; documents higher education relations between the College of Education and other state and national professional associations.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
81-08-28804 Rev. 1	***Student and Faculty Grievances*** Includes resolutions, petitions, letters and other grievance-related documents. Communications documenting Dean's role in grievance proceedings for faculty, staff and students.	**Retain** for 6 years after grievance resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
81-08-28812 Rev. 0	***Teacher Curricula and Certification Council*** Includes minutes, agenda, policies, procedures, reports, correspondence, membership data. Documents coordination of teacher education curricula, development of teacher certification programs and professional preparation programs proposed by certification consortia in which the university participates.	**Retain** until end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

485: Educational Administration

Unique records series of Educational Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-10-49344 Rev. 0	***Graduate Student Records/Incomplete Program*** Individual folders for students formerly enrolled in the Master of Education degree program, but who failed to complete the requirements within the five-year time limitation. Includes applications, copies of transcripts, test scores and related materials.	**Retain** until student fails to meet program requirements *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49345 Rev. 0	***Graduate Student Records/Program Completed*** Individual folders for students who have successfully completed the Master of Education degree program. Includes copies of application, transcripts, degree recommendation card, test scores, letters of reference and related materials.	**Retain** for 10 years after student completes program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49323 Rev. 0	***Grievance Records*** Includes resolutions, petitions, letters and other grievance-related documents. Communications document Chair's role in grievance proceedings for faculty, staff, and students.	**Retain** for 6 years after resolution of grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49344 Rev. 1	***Principal – Provisional/Initial/Residency or Standard/Continuing/Professional Certification Candidates/Incomplete Program*** Provides basic data concerning candidates formerly enrolled in the Principal Certification program, but who have not completed the requirements for a Provisional/Initial/Residency or Standard/Continuing/Professional Certificate.	**Retain** for 10 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

485: Educational Administration

Unique records series of Educational Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-10-49342 Rev. 1	***Student Index Cards*** File card index of currently enrolled or past master degree/certificate students. Includes date candidate began work toward a master's degree or certification and when degree/certification requirements were completed. Used as quick locator file and for statistical reporting.	**Retain** for 75 years after entered in database *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-10-49331 Rev. 0	***Summer Session Faculty Appointments*** Includes office copies of applications, vitae, letter of offer, and related documents. Provides a record of staffing for summer session program.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

486: Human Services and Rehabilitation

Unique records series of Human Services and Rehabilitation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-59980 Rev. 2	***Application Files/Accepted, No Longer In Program*** Files for students who entered the program, but either withdrew or were dropped from the program. Student has five years to return to program without re-submitting application materials. Includes Woodring College Human Services Program application form; official and unofficial transcripts from other institutions; college test scores, Internship Quarterly Placement Agreement, and related correspondence and documents.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
04-11-60830 Rev. 0	***Background Check Records*** Includes Criminal Conviction Disclosure form and copy of Washington State Patrol Request for Criminal History Information form as required by RCW 43.43.830 through 43.43.845. Required of students engaging in internships or other service learning activities associated with the academic program. Records are held separately from the student's file.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-05-60880 Rev. 0	***Faculty Evaluations*** Student evaluations of faculty instruction. Used by department chair to evaluate non-tenured faculty for annual review.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
04-11-60628 Rev. 2	***Graded Undergraduate Student/Internship Files*** Includes application materials, course substitution/transfer forms, graduation evaluation. Also includes Student Internship Quarterly Placement Agreements, Learning Objectives and Learning Activities form; evaluations of student; Internship Time Sheet, and other records relevant to student academic status and performance in the degree program.	**Retain** for 6 years after student graduates *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

486: Human Services and Rehabilitation

Unique records series of Human Services and Rehabilitation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-59979 Rev. 2	***Non-Graded Undergraduate Student Files*** Files for students who were enrolled in the Human Services Program when it was non-graded, from winter 1996 through summer 2000. Includes faculty assessment of student performance. Sole source of evaluation criteria for student enrolled in a particular course. Provides record of student performance where grade is not recorded on academic transcript.	**Retain** for 45 years after student graduates *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-01-61928 Rev. 0	***Rehabilitation Services Administration (RSA) Scholarship Files*** Student file necessary for reporting scholarship payback per RSA federal grant requirements and Western Washington University Research and Sponsored Programs retention requirements. Includes written agreements by students to abide by terms of scholarship repayment, copies of mandatory federal reporting regarding student occupational and repayment status, and other student information necessary for monitoring status in the program.	**Retain** for 6 years after work obligation fulfilled or loan repaid in full *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

491: Teacher Education Admissions/Office of Field Experience

Unique records series of the Teacher Education Admissions/Office of Field Experience.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54873 Rev. 0	***Application Files/Accepted, No Longer In Program*** May include the following documents: Teacher Education Program Application; official and unofficial transcripts from other colleges/universities; test scores; selected essays; petitions and waivers; program and endorsement evaluations; internship application; field experience evaluations; documentation and related correspondence. Files for students who entered the program and either withdrew or were dropped because of low grade average or some other factor and subsequently do not complete the program.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
94-12-54871 Rev. 0	***Application Files/Applicants Denied or Declined*** May include the following documents: Teacher Education Program Application (includes Student Conduct Requirements and Agreements); official and unofficial transcripts from other colleges/universities; test scores; selected essays; petitions and waivers; and related documents and correspondence. Student was either denied or declined admission, but may request to be re-considered.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-12-54870 Rev. 0	***Incomplete Application Files*** May include the following documents: Teacher Education Program Application (includes Student Conduct Requirements and Agreement); official and unofficial transcripts from other colleges/universities; test scores; selected essays; petitions and waivers; and related documents and correspondence. Application is incomplete in that applicant has not submitted one or more of the documents essential for admission and is not considered a candidate for any Woodring College of Education program.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

495: Certification Office

Unique records series of the Certification Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-11-60827 Rev. 1	***Certification Files: Teacher and Educational Staff Associate (ESA)*** Includes certificate application documents; program and certificate requirements checklists; program and endorsement evaluations; waivers and substitutions; copies of transcripts; field experience evaluation; background information and related documents. Supports WWU's recommendation for state certification. Documents how candidate met program admission, completion, and certificate application requirements, and verification of appropriate Washington State Education Certificate issuance.	**Retain** for 50 years after student recommendation for first certificate made *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
91-10-49343 Rev. 3	***Principal – Standard/Continuing Professional Certificate*** Documents how candidate met program admission, completion, and certificate applications requirements, and verification of appropriate Washington State Education Certificate issuance. Includes application for certificate, transcripts, copy of previous certificates, verification of previous experience, verification and receipt of fee payment, verification of generic standards, record of internship experience, and verification of clock hours.	**Retain** for 50 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
05-09-60969 Rev. 0	***Superintendent – Initial/Residency Certificate*** Provides basic data concerning candidates who have completed requirements for superintendent credentials and received the Initial/Residency certificate. Includes application for certificate, transcripts, copy of previous certificates, verification of previous experience, verification and receipt of fee payment, verification of generic standards, record of internship experience, and verification of clock hours.	**Retain** for 50 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM

515: Graduate School

Unique records series of the Graduate School.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-02-24301 Rev. 1	***Administrative Communications*** Provides a record of communications between the University Administration and the Dean. Includes office copies of data, memoranda and reports relating to the Graduate School.	**Retain** for 2 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
80-02-24309 Rev. 2	***Administrative Reports*** Includes Admissions, Matriculation, Enrollment, Satisfactory Progress Reports; other reports providing data related to student decisions and activities for record keeping purposes and administrative actions.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
06-09-61310 Rev. 0	***Basic Health Financial Records*** Includes copies of monthly invoices from Basic Health Plan submitted to Accounting Services for payment; membership rosters of graduate student teaching assistants enrolled in the plan; general correspondence. Provides back-up information on payments for Basic Health Plan benefits.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
83-05-31844 Rev. 0	***Graduate Applicant Fee Records*** Includes list of applicant names, graduate concentration, date and amount paid. Provides record of application fee paid for each set of admission materials submitted by applicant.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

515: Graduate School

Unique records series of the Graduate School.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-02-24293 Rev. 1	***Graduate Council Actions*** Documents actions taken by the Graduate Council. Includes Graduate Council minutes, supporting materials, and graduate program reviews.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
80-02-24286 Rev. 3	***Graduate Student Applications/Credentials*** Materials used in processing applications to Graduate School. Includes documents for candidates who were not admitted to graduate degree status or who were admitted but failed to show for classes, along with incomplete files.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-02-24288 Rev. 2	***Graduate Student Records/Incomplete Program*** Records for students who failed to complete the graduate degree program requirements within the five-year limitation. Includes applications, copies of test scores, transcripts, related materials. Documents individual student status.	**Retain** for 6 years after student fails to meet program requirements *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
80-02-24289 Rev. 2	***Graduate Student Records/Program Completed*** Individual folders for students who have successfully completed the graduate degree program. Provides verification for degree earned. Includes copies of transcripts, test scores, original application, degree recommendation card, and related materials.	**Retain** for 35 years after student completed program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

515: Graduate School

Unique records series of the Graduate School.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-09-61309 Rev. 0	***Graduate Teaching Assistant Health Benefit Files*** Includes copy of cover sheet that was attached to Basic Health Plan benefit application; copies of income, tax, and residency information that may be required by Basic Health for graduate students receiving benefits paid for by the Graduate School. Also includes records for students covered under Somerton insurance, with premiums paid by Graduate School, or records for students re-imbursed for insurance that was self-paid.	**Retain** for 6 years after eligibility terminated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
06-09-61311 Rev. 0	***Graduate Teaching Assistants by Academic Year*** Database containing information on graduate teaching assistants, such as length of teaching assignment, information on tuition waivers and health benefit eligibility.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-02-24290 Rev. 1	***Post Master Files*** Materials used for processing applications of students who have earned a master's degree and who have been admitted to one of the post master programs. Contains applications, copies of transcripts and related correspondence.	**Retain** until student completes program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
82-02-24302 Rev. 0	***Statistical Information and Related Reports*** Provides information regarding Graduate School enrollment and degrees granted by academic concentration during academic year. Includes office copies of annual reports made to Higher Ed. General Information Survey (HEGIS) and Council of Graduate Schools. Includes statistics.	**Retain** for 15 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

515: Graduate School

Unique records series of the Graduate School.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-02-24292 Rev. 1	***Test Scores*** Confidential data maintained for admission purposes for prospective students. Includes test results for: Miller Analogies Test, Graduate Record Examination; Test of English as a Foreign Language, and Graduate Management Admission Test.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

520: Admissions

Unique records series of Admissions.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-06-59753 Rev. 0	***Academic Performance Summaries*** SGR 61 lists statistics by community college showing number of transfer students, new freshmen, transfer credits, entering GPA averages, original WWU undergraduate students. SGR 38 lists names, social security numbers, GPA, credits, etc. of transfer students. Reports are filed together in three-ring binders. Summary information will be retained for historical purposes past the retention period.	**Retain** for 10 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
07-02-61413 Rev. 0	***Admission Applications/Credentials – Unsolicited Material*** Unsolicited material received but not required by the Admissions Office as part of an application for admission to the university. May include unsolicited letters of recommendation, art work or other unsolicited samples of student work, journalism reports, informational emails, duplicate confirmation receipts, and correspondence. Does not apply to any material, even if unsolicited, that is used in the determination of granting or denying an application for admission.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-12-51644 Rev. 1	***Admission Applications/Credentials for Enrolled Students*** Includes Uniform Undergraduate Application for Admission form, copies of high school transcripts, test scores, and related correspondence. Provides basic data concerning admission; source documents for payment of admission fees.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-01-08191 Rev. 3	***Admission Applications/Credentials, Not Accepted, or Accepted But Not Entered*** Includes Uniform Undergraduate Application for Adission form, copies of high school and/or college transcripts, test scores, and related correspondence. Provides basic data concerning rejection for admission.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

520: Admissions

Unique records series of Admissions.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-03-35150 Rev. 0	***Applicant Admission Status Reports*** Includes applicant's name, student number, major advisor, class and related information; cumulative computer printouts updated weekly. Monitors status of applicants during admit process.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-01-47230 Rev. 2	***Applications for Readmission, Former Students Returning*** Provides a record of application by former students for readmission to WWU.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-01-08198 Rev. 0	***High School and College Conference Material*** Includes plans, work charts, memoranda, and related materials used in planning conferences on campus for high school and college students.	**Retain** for 5 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
86-05-36610 Rev. 0	***Prospective Student Correspondence – Pre-Application Materials*** Includes some or all of the following: pre-application for admission card; unofficial copy college transcripts; WWU Transfer Credit Evaluation form; Test of English as a Foreign Languages scores, correspondence and related information.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

520: Admissions

Unique records series of Admissions.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54854 Rev. 0	***Research Files – Students*** Reports on profiles of entering classes, follow-up of students admitted on probation, special admissions, test data, and related statistics.	**Retain** for 4 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
92-08-51076 Rev. 0	***Scholarship Application Materials*** Applications, correspondence, and related materials from students and prospective students applying for WWU and other scholarships.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
86-05-36611 Rev. 0	***Special/Transient Student Admissions Applications*** Includes application to enroll in classes as a non-matriculated student; also includes office copy of WWU student permanent record if applicant has been enrolled at Western previously. Provides record of applicants granted admission as special students.	**Retain** for 2 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-03-35149 Rev. 0	***Transcripts and Test Data Sheets – Applications Not On File*** Provides a record of credentials received by Admissions Office for individuals who did not make application for admission to WWU.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

520: Admissions

Unique records series of Admissions.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-06-59754 Rev. 0	***Western Preview Reservation/Payment Documentation*** Form mailed to new students to place reservation for annual Western Preview event. Form lists student name, number, address, academic session registration preference, and amount paid. Source documentation for payment of fee to attend Preview.	**Retain** for 6 years after end of spring quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

525: Registrar

Unique records series of the Registrar.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61752 Rev. 0	***Academic Dishonesty Appeals (Successful Outcomes)*** Documents student's successful appeal of the charge of academic dishonesty. May include letters, emails, and any other supporting documentation received by the Registrar as a result of a professor's charge of academic dishonesty against a student and the student's subsequent successful appeal of the charge.	**Retain** for until appeal is upheld *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
08-03-61753 Rev. 2	***Academic Dishonesty Charges*** Documents an instructor's formal charges of academic dishonesty against a student per WWU policies governing academic dishonesty. May include letters, emails, and any other supporting documentation received by the Registrar's Office as a result of an instructor's charge of academic dishonesty against a student. May also include materials pertinent to the student's unsuccessful appeal of the academic dishonesty charge.	**Retain** permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-01-41441 Rev. 1	***Authorizations for Release of Student Records*** Includes all requests and subpoenas for release of student record and related correspondence to a third party. May include copy of release form signed by student. Maintained in accordance with provisions of Public Law 99.32, Sections 1 and 2.	**Retain** for 75 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-01-41457 Rev. 3	***Degree Application Cards*** Applications for baccalaureate and master's degrees and provisional teacher certificates. Filed by type of degree and by quarter. Includes student name and number, address, major, minor, honors, and dates diploma mailed; payment of graduation fee. Sole source for major/minor information for some periods. Provides a record of degrees and certificates granted; used to enter code into computer system for type of degree and concentration earned. Provides back-up for student transcripts.	**Retain** for 75 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

525: Registrar

Unique records series of the Registrar.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-12-59525 Rev. 1	***Eligibility Forms/Athletics*** Form certifying that student has the required number of academic credits and is therefore eligible to participate in varsity and club sports. Held in accord with regulations of National College Athletic Association.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-03-68746 Rev. 0	***Grade Input and Change Records*** Records documenting the entry of new and revised grades into students' records.	**Retain** for 6 years after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
15-09-68825 Rev. 0	***Graduation Evaluations*** Evaluation of baccalaureate candidate's academic standing in order to determine eligibility for graduation.	**Retain** for 15 years after quarter applied for graduation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-12-59981 Rev. 2	***Major Declaration or Change Records*** Records documenting student's declaration or change of academic major, as approved by department designee.	**Retain** for 3 years after entered in computer system *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

525: Registrar

Unique records series of the Registrar.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55991 Rev. 2	***Master Class Schedules*** Schedules of classes offered. Includes information on instructor, location, dates & times.	**Retain** for 3 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
88-01-41442 Rev. 1	***Name Change Authorizations*** Authorizes name change on student permanent record.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68669 Rev. 1	***Registration Records*** Records documenting student's enrollment and enrollment changes in courses offered by the university.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-07-53785 Rev. 0	***Requests for Confidentiality of Directory Information*** Student request that directory information as defined in WAC 516-26-090 under the Student Records Policy not be released to the public. Information about the request is input to the computer system for student records.	**Retain** for 75 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

525: Registrar

Unique records series of the Registrar.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50214 Rev. 1	***Residency Petitions and Supporting Documentation*** Includes Residence Questionnaire completed by student in order to change residency status and related back-up documents, such as copies of income tax returns, driver's license, etc.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-01-60415 Rev. 0	***Student Addresses*** Student addresses, including permanent, mailing, and diploma, stored in the on-line Student Information System. Updated at student's request or when mail is returned undeliverable.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-01-41453 Rev. 0	***Student Reinstatement List*** List of students readmitted after dismissal for low scholarship. Gives authorization for student to register for coursework.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68681 Rev.1	***Students' Transcripts*** Record of courses taken, grades and honors received, transfer and total credits, major and minor; maintained as an indication of individual student's status in relationship to degree requirements.	**Retain** permanently.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
95-09-55992 Rev. 2	***Transcript and Diploma Requests*** Records documenting student's requests for copies of transcripts and duplicate diplomas and their payment for copies. Does not include students' authorizations for release of personal information to third parties.	**Retain** for 6 years after end of month *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

525: Registrar

Unique records series of the Registrar.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-03-68745 Rev. 1	***Transfer Credit Evaluations*** Records documenting the evaluation of credit earned somewhere other than WWU to be substituted for WWU credits.	**Retain** for 15 years after quarter matriculated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
06-01-61062 Rev. 0	***Tuition & Fee Waiver*** Tuition & Fee Waiver Application Form and supporting documents for several types of waivers: staff, faculty, state employee, persons over 60 years of age, and others eligible for waiver. Eligibility certified by applicant and Registrar.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

526: Registrar: Veterans' Affairs

Unique records series of the Registrar: Veterans' Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-07-60388 Rev. 0	***Tuition Fee Waivers*** Tuition fee waiver forms certifying eligibility for several types of waivers: Southeast Asian and Persian Gulf War veterans; former POW's; non-resident dependents of military personnel stationed in Washington; children of deceased/disabled policemen and firefighters; and other eligible persons. May include copies of DD 214 record of military service, tax returns, statement of parents disability; or other pertinent documents related to certification of eligibility. Signed by applicant and Registrar.	**Retain** for 6 years after end of academic quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
91-04-47762 Rev. 0	***Veteran Status Reports*** Internal reports showing status of veterans throughout each quarter and including name, student number, credits, major, gpa and college. Used to monitor educational programs for veterans.	**Retain** for 3 years after end of last quarter enrolled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47763 Rev. 0	***Veterans Administration (VA) Pay Cycles*** Reports issued by the VA showing check disbursements for veterans enrolled in educational programs. Used to reference amount and date of check disbursed to veterans.	**Retain** for 3 years after end of last quarter enrolled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-05-24971 Rev. 1	**Veterans' Educational Program Files** Student folders. A record of credits earned toward a degree at WWU. To monitor programs for students enrolled under GI Bill, required by law Chpts 30 – 32, 35, 38, 1606 US Code. Copies of transcripts & VA forms: VA22-1999, V22-1999B, VA22-1990, VA22-315.	**Retain** for 6 years after student graduates, or last quarter enrolled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

526: Registrar: Veterans' Affairs

Unique records series of the Registrar: Veterans' Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47761 Rev. 0	***Veterans' Work-Study Records*** Includes applications for work-study benefits, approval forms showing hours approved by V.A. and veterans' time sheets. A record of application and approval of hours for veterans' work-study benefits; time sheets used to report and monitor hours worked.	**Retain** for 3 years after end of last quarter enrolled *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

530: Research and Sponsored Programs

Unique records series of Research and Sponsored Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60193 Rev. 0	***Animal Subjects Approval Records*** Includes Animal Subjects Approval form and supporting documents, certified by investigator that project accurately describes all aspects of proposed animal usage. Also includes official approval memo from Animal Care and Use Committee, renewal forms, and related notes and correspondence. Documents approval for the use of animals for both grant and non-grant research purposes.	**Retain** for 6 years after completion of research activity *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68638 Rev. 0	***Grant Final Product History File*** May include some or all of the following: final record copy of booklets, manuals, resource guides, monographs, studies, audio and video tape and other final grant products in textual or machine-readable form prepared in compliance with request for proposal document.	**Retain** for 6 years after end of grant period *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
01-08-60192 Rev. 0	***Human Subjects Activity Review Form (Research Proposals Withdrawn/Denied)*** Includes Human Subjects Activity Review form and attachments describing proposed research. Provides a record of withdrawn or denied requests for use of human subjects in research.	**Retain** for 6 years after project withdrawn/denied *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

530: Research and Sponsored Programs

Unique records series of Research and Sponsored Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60191 Rev. 0	***Human Subjects Research Exemption Form*** Completed, in lieu of formal application, for low-risk research using human subjects. Signed by principal investigator, department chair, and faculty advisor if student. Includes category under which research qualifies for exemption, project title and related information; and official memo from Human Subjects Review Committee stating project is exempt from full review.	**Retain** for 6 years after completion of research activity *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-08-60190 Rev. 0	***Human Subjects Research Records (Approved Research)*** Includes Human Subjects Activity Review form and attachments describing proposed research; bibliography; copy of sample informed consent form; survey instrument questionnaire; vita; official approval memo from Human Subjects Review Committee; renewal forms; and related correspondence. Documents the review and approval of research proposals involving human subjects.	**Retain** for 6 years after completion of research activity *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-08-60194 Rev. 0	***Internal Research Support Funds (Awarded)*** Includes application for faculty and student funding stating type of research, letters of acceptance, and related correspondence. Used to award, allocate and monitor funds for various research projects, such as summer research grants, faculty development, project development, undergraduate and graduate research, and others.	**Retain** for 6 years after termination of project *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

530: Research and Sponsored Programs

Unique records series of Research and Sponsored Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-08-60195 Rev. 0	***Internal Research Support Funds (Not Awarded)*** Includes application for faculty and student funding stating type of research, statement of denial, and related correspondence. Documents denial of funding for various research projects, such as summer research grants, faculty development, project development, undergraduate and graduate research, and others.	**Retain** for 3 years after notification of non-support *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

536: Washington Campus Compact Grant Programs

Unique records series of the Washington Campus Compact Grant Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-11-60818 Rev. 0	***AmeriCorps Member Files*** Includes member agreement stating terms of service, stipend, benefits, and educational award for participation in grant-awarded service-learning activities. Stipulates roles and responsibilities of member and sponsoring agency, e.g., Washington Service Corps. Also includes evaluation, exit form, hiring documents, National Service Enrollment form.	**Retain** for 6 years after end of term of service *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

537: Center for Service Learning

Unique records series of the Center for Service Learning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-06-62050 Rev. 0	***Community Service-Learning Outreach*** Material related to program outreach and marketing. May include survey reports; newsletters; notes; correspondence; brochures; press releases; volunteer requirements; and packets from career fairs, internship fairs, information fairs, and graduate school fairs.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-06-62051 Rev. 0	***Interaction with Director and Administration*** Documents program planning with Director and Administration. Includes documentation of Provost meetings (agenda, correspondence, action plans, budget requests, notes), correspondence with other service-learning programs (including Advisory Board Meeting Agendas), monthly reports, and Western Foundation material.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

538: Washington Campus Compact Administration

Unique records series of the Washington Campus Compact Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-01-61706 Rev. 0	***Washington Campus Compact Member Dues and Invoices*** Primary record of annual membership dues, invoices, and payments for Washington Campus Compact members.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-01-61707 Rev. 0	***Washington Campus Compact Member Files*** Administrative file maintained to document communication and agreements with each Washington Campus Compact member campus. Includes correspondence with member presidents and other key member contacts at each campus; annual reports of membership activity; membership agreements; and member assessments.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

540: Wilson Library Administrative Office

Unique records series of the Wilson Library Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-06-42448 Rev. 1	***Contracts and Agreements*** Official text of contracts & agreements which pertain to the 05 Program and to which the University is a party. Includes cooperative agreements between WWU and other higher educational institutions, state, federal and local government agencies or businesses.	**Retain** for 6 years after termination of contract *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
88-06-42449 Rev. 1	***Coordination of Activities with WWU Colleges, Schools and Academic Departments*** Correspondence, memoranda, reports and related materials which document interaction between 05 Program administration and other WWU offices including off-campus programs. Records coordination of activities.	**Retain** for 3 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
88-06-42470 Rev. 0	***Disbursement Authorizations*** Disbursement Authorization form, copy 3, copy of invoice for goods or services and related memoranda. Input to Western Foundation Office to authorize disbursement of funds from Wilson Library Foundation or Regional Libraries account.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42473 Rev. 0	***Equipment Custodian's Files*** Departmental form used to report equipment or furniture to be sold as surplus or relocated in the library.	**Retain** for 3 years after LPRI *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

540: Wilson Library Administrative Office

Unique records series of the Wilson Library Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-06-42459 Rev. 0	***Grievance Procedures*** Resolutions, petitions, correspondence and other grievance-related documents. Communications document Director's role in grievance proceedings and findings.	**Retain** for 6 years after resolution of grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42452 Rev. 1	***Professional Association Relations*** Correspondence, memoranda, copies of reports and other related material. Provides a record of communications with professional organizations.	**Retain** for 3 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
88-06-42446 Rev. 0	***Staff Newsletter*** Agendas for staff meetings and a record of 05 Program activities.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

565: University Archives and Records Management

Unique records series of the University Archives and Records Management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-02-29699 Rev. 0	***Archival Research Requests*** To request access to archival research material at the Archives and Records Center.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68617 Rev. 0	***Box Information Data*** Information for each box stored in the Archives & Records Center. Includes records series title, list of files and inclusive dates. Stored on magnetic media database.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56836 Rev. 0	***Declaration of Possession of Valid Driver's License*** Departmental form used to assure student employees have a valid driver's license while operating Archives & Records Center vehicle.	**Retain** for 3 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-53648 Rev. 0	***Guide to Archival Records Stored In the Univ Archives & Records Center*** Listing of archival records by department and records series, compiled from records transmittals. Includes series descriptions, inclusive dates, any gaps in series, volume for each office.	**Retain** for 1 year after updated *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

565: University Archives and Records Management

Unique records series of the University Archives and Records Management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47770 Rev. 0	***Internship Records*** Includes evaluations of practicum and/or internship experience, memoranda concerning interns' activities, proposals and progress reports. Provides a record of Archival and Records Management Program interns' practicum experience at the Records Center.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47768 Rev. 0	***Student Evaluations and Recommendations*** Includes evaluations and letters of recommendation written for student employees or former student employees.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

572: Huxley College Dean's Office

Unique records series of the Huxley College Dean's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-03-60048 Rev. 0	***Internship Fair Records*** Includes correspondence with and lists of potential businesses and organizations employing interns; informational and promotional material; correspondence with students. Documents Internship Fair, annual event to match students seeking internships with potential employers.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
01-03-60049 Rev. 0	***Orientation/Welcome for New Huxley Students*** Event held annually to orient and welcome new Huxley College students. Includes promotional material, invitations and correspondence with students.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

574: Institute of Environmental Toxicology and Chemistry

Unique records series of the Institute of Environmental Toxicology and Chemistry.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59242 Rev. 0	***Cooperation with Other Agencies, Institutions, Organizations, and Associations*** Includes correspondence, memoranda, copies of reports, and other materials. Documents interaction and cooperative efforts with professional associations and organizations concerning environmental toxicology.	**Retain** for 3 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

585: Fairhaven College: Academic Records

Unique records series of Fairhaven College: Academic Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-02-56501 Rev. 0	***Course and Study Evaluations, Non-Fairhaven Students*** Evaluations of independent study course work completed by non-Fairhaven students. Equivalent to student grades; supplements the official WWU transcript.	**Retain** for 75 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
89-10-44979 Rev. 0	***Fairhaven College Class Lists*** Quarterly class lists originating from Registrar's Office that include student name and number, quarter, course title, number of credits, and instructor name, Also contains Fairhaven College notation of evaluation documents completed, satisfactory/unsatisfactory grade; dates credits reported, and other pertinent information. Used to track S/U grade reporting and as cross-reference. Provides back-up documentation, if necessary, to recreate student academic file.	**Retain** for 15 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-10-44986 Rev. 0	***Fairhaven Enrollment Reports*** Quarterly internal enrollment reports pertaining to credit hours, admissions data, student profiles, new or transferring students.	**Retain** for 9 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

585: Fairhaven College: Academic Records

Unique records series of Fairhaven College: Academic Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-10-44977 Rev. 1	***Student Academic Records*** Includes some or all of the following: copies of transcripts and admissions applications; original student and faculty coursework and independent study evaluation documents; progress reviews; major concentration documents; for older files, course registration cards indicating satisfactory/unsatisfactory grade; correspondence and related materials. Provides a record of students who earned Bachelor's Degrees in Fairhaven College degree programs. Sole record for description of coursework completed. Serves as credential file for employment application and graduate programs.	**Retain** permanently.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
89-10-44978 Rev. 0	***Student Academic Records (Incomplete Program)*** Includes some or all of the following: copies of transcripts and admissions applications; original student and faculty coursework and independent study evaluation documents; progress reviews; major concentration documents; for older files, course registration cards indicating satisfactory/unsatisfactory grade; correspondence and related materials. Provides a record of student's progress in relationship to major and degree requirements. Used to reference information about course content and number of credits for students who withdrew from Fairhaven and later returned to the University or enrolled at other institutions to complete degree requirements.	**Retain** for 50 years after student withdrawal *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

586: Fairhaven College: Dean's Office

Unique records series of the Fairhaven College: Dean's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-10-46771 Rev. 0	***Academic Full-Time Equivalency (FTE) Planning*** Copies of allocation request forms, contracts, leave requests, FTE allocations, department rosters (computer printouts), and related information documenting faculty staffing for Fairhaven College.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-10-46779 Rev. 0	***Faculty Appointment and Affairs Committee, Minutes and Agenda*** Includes committee minutes and reports, and memoranda submitting hiring recommendations to the Dean.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
90-10-46777 Rev. 0	***Minutes and Agenda of College Policy Council and College Faculty Meetings*** Includes minutes, agenda materials, memoranda. Documents policy-making process of the College.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

586: Fairhaven College: Dean's Office

Unique records series of the Fairhaven College: Dean's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-10-46778 Rev. 0	***Minutes and Agenda of Curriculum Committee*** Includes minutes, agenda materials, memoranda, and related documents. Documents development of curriculum and curriculum-related policies for Fairhaven College.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
90-10-46787 Rev. 0	***Professional Education Associations/Organizations Records*** Includes correspondence, memoranda, copies of reports; documents higher education relations between College and other state and national professional associations.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-10-46780 Rev. 0	***Retirement, Tenure & Promotion Committee Records*** Includes faculty evaluations of faculty eligible for tenure and/or promotion in the College; reports, merit increases, professional leaves, teaching awards and other faculty awards and honors, and correspondence and other materials from students that provide support documentation to the Dean for annual reviews.	**Retain** for 20 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

595: Vice Provost for Information Technology

Unique records series of the Vice Provost for Information Technology.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59348 Rev. 0	***Professional Association Relations*** Includes correspondence, memoranda, copies of reports and related material; documents relations between the Vice Provost's office and professional organizations.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

597: Academic Technology Administrative Office

Unique records series of the Academic Technology Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-03-39714 Rev. 0	***Journal Vouchers – Billing Records*** Departmental copy of agency form journal voucher and adjustment invoice, filed chronologically by department. Input to Accounting Services of Academic Technology & User Services cost charged to university departments.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-03-39699 Rev. 0	***Rate Schedule/Equipment Maintenance Work Orders*** Schedule and related material showing amounts charged to University departments/customers for media supplies, parts, equipment, and services.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

599: Telecommunications Services

Unique records series of Telecommunications Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-08-44565 Rev. 1	***Billing Back Up Records*** Data detailing long-distance telephone charges made by individual university offices. Provides back-up information for recharges to departments. Held on electronic media; backed up on server.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

600: Space Administration

Unique records series of the Space Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-06-40132 Rev. 0	***Capital Budget Data*** Includes approved and rejected major and minor project requests, budget work sheets and status reports, architectural drawings, planning documents, reports, and memoranda. Provides data for Space Administration Office's review of biennium budget requests (public works/job requests, M & O assist) submitted to the Legislature by Capital Budget Office.	**Retain** for 4 years after end of current biennium *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-06-40133 Rev. 0	***Capital Budget Planning*** Includes project guidelines, capital budget planning charge, and (minutes of Facilities Coordinating Staff meetings.) Provides guidelines for preparation of budget for major and minor facilities development and remodeling projects.	**Retain** for 4 years after end of current biennium *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-06-40142 Rev. 0	***Classroom Utilization Reports*** Computer printout. Includes information about weekly room usage, scheduling details, room utilization by hour of day, room capacity utilization and unoccupied classrooms. Provides data for analysis of classroom utilization.	**Retain** for 4 years after revised *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-08-42656 Rev. 0	***Job Requests: Academic & Administrative Department*** Includes office copy of job requests, correspondence and Planning, Facilities & Operations update forms. Documents requests, progress, and completion (or cancellation) of academic and administrative departmental projects relating to alterations, construction, renovation, keying, etc. of facilities.	**Retain** for 4 years after end of current biennium *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

600: Space Administration

Unique records series of the Space Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68677 Rev. 0	***Space Allocation Report*** Provides record of space assigned to department.	**Retain** for 4 years after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-06-40153 Rev. 0	***Transport Services Request Forms*** Provides a record of institutional furniture and equipment transported between offices and approved by the Space Administration Office.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

601: Testing Center

Unique records series of the Testing Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-05-24829 Rev. 1	***Credit by Examination Applications*** Application for course challenge. Provides a record of student exam and satisfactory/unsatisfactory grade. Contains verification of departmental approval.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
06-01-61078 Rev. 0	***National Test Rosters*** Copies of attendance rosters submitted to various organizations who test on campus for Graduate Record Exam and other tests.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-05-24831 Rev. 0	***Test Scores: Testing Center Related*** Computerized printout of scores from processed optical scanning answer sheets. Source documents for information on scores input to Student Information System.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

630: Extended Education and Summer Programs

Unique records series of Extended Education and Summer Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58832 Rev. 0	***Application Files/Accepted, No Longer In Program (Undergraduate and Graduate Programs)*** Includes application form, transcripts from other institutions, related correspondence and documents. Student withdrew or was dropped from program. Files transferred from off-campus sites.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-10-58831 Rev. 0	***Application Files/Accepted, Not Entered (Undergraduate and Graduate Programs)*** Includes application form, transcripts from other institutions, related correspondence and documents. Student chose not to enter program. Files transferred from off-campus sites.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-10-58830 Rev. 0	***Application Files/Applicants Denied Admission (Undergraduate and Graduate Programs)*** Includes application form; transcripts from other institutions, college tests scores, related correspondence and documents. Student may re-apply within three-year time period. Files transferred from off-campus sites.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-03-54650 Rev. 0	***Communications with Off-Campus Program and Outside Groups*** Includes correspondence, memoranda and other materials documenting communications with off-campus programs and outside groups related to extension course development and coordination of program activities.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

630: Extended Education and Summer Programs

Unique records series of Extended Education and Summer Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68626 Rev. 0	***Course Folders – Extension Classes*** Material related to each course offered through Extended Education & Summer Programs establishing academic approval, credit or non-credit course, type of class, location, instructor's contracts and budget.	**Retain** for 6 years after termination of contract *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
98-01-58269 Rev. 0	***Enrichment Course Contracts*** Contracts with faculty for teaching Summer Session enrichment courses. Contract states terms of payment, in that faculty are paid on a sliding scale basis.	**Retain** for 6 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
95-09-55993 Rev. 0	***Historical Record of Conferences*** Includes name of conference, date, code number. Provides an historical record of conferences held on Western's campus.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
98-10-58829 Rev. 0	***Incomplete Application Files (Undergraduate and Graduate Programs)*** Includes application form; official and unofficial transcripts from other institutions; college test scores, and related correspondence and documents. Files transferred from off-campus sites.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

630: Extended Education and Summer Programs

Unique records series of Extended Education and Summer Programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-10-60447 Rev. 0	***Professional Association Relations*** Correspondence and other information from and about professional associations. Documents relations between the office and state and national professional associations.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-08-58636 Rev. 0	***Registration Forms/Extension Courses*** Includes student name and number, quarter, course title, section, credits for extension classes offered through Extended Education. Provides a record of registration for students not using telephone registration system.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-10-60444 Rev. 0	***Registration Forms/Summer Programs*** Copies of Registration forms for Summer Program classes. Includes student name and number, quarter, course title, section, credits for courses offered during Summer Session. Provides a record of student registration.	**Retain** for 3 years after end of summer session *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68683 Rev. 0	***Summer Session Course Revisions*** Contains back-up material used in preparation of Summer Session catalog.	**Retain** for 5 years after catalogs printed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

700: Vice President for Enrollment and Student Services

Unique records series of the Vice President for Enrollment and Student Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-07-50973 Rev. 0	***Agreements & Contracts*** Includes office copies of contracts and agreements and supporting materials that document office's role in negotiations.	**Retain** for 3 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50971 Rev. 0	***Commissions, Committees and Councils*** Includes minutes, agendas, scheduling, reports and support materials of division task forces, committees and staff meetings. Also includes University Ad Hoc and other committees chaired or formed by the Vice President. Documents the development of division and University business.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
00-10-59943 Rev. 0	***Grievance Files*** Individual case files. Includes original notes, copies of grievance, correspondence and related materials. Documents nature of grievance and its resolution involving division staff.	**Retain** for 6 years after resolved or withdrawn *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-07-50977 Rev. 0	***Professional Associations*** Includes correspondence, memoranda, copies of reports and other related materials; documents relations between office and professional associations.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

700: Vice President for Enrollment and Student Services

Unique records series of the Vice President for Enrollment and Student Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-07-50982 Rev. 0	***Recommendation Letters*** Includes office copies of letters of recommendation provided by the office for employees or former employees and/or students.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50969 Rev. 0	***Special Activities and Projects*** Speeches and writings, correspondence, questionnaires, surveys, and other materials related to special activities and projects.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
03-11-60580 Rev. 0	***Student Contacts*** Memoranda and notes related to student contacts with the Vice President's Office of a non-grievance nature. Maintained for tracking and resolution purposes.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50966 Rev. 0	***Vice President for Student Affairs Reports*** Annual and other reports produced by the Vice President for Student Affairs. Summarizes division activities, goals and objectives.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM

701: New Student Services

Unique records series of New Student Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51162 Rev. 0	***Letters of Recommendation*** Copies of letters written by office staff for past employees or individuals seeking employment, scholarships, etc.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51160 Rev. 0	***Position Descriptions*** Provides desk/duty descriptions of all staff positions for the office.	**Retain** for 10 years after updated *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
92-08-51175 Rev. 0	***Program Records*** Includes correspondence, reports, publications office developed, planning and proposals, budget development, workshop material, photographs and related materials for New Student Programs. Filed according to program, which includes Fall Family Open House, Western Showtime Family Weekend, Summerstart, and new student orientation programs.	**Retain** for 10 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
97-08-57893 Rev. 0	***Transfer and Freshmen Student Reservation Cards for Transitions and SummerStart Orientation Programs*** Reservation card sent by office and returned by participant in Transitions and Summerstart programs. Confirms dates student will participate, whether Math Placement Test or Junior Writing Exam completed, states type of overnight accommodation.	**Retain** for 6 months after end of month *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

702: Assistant Vice President for Enrollment and Student Services

Unique records series of the Assistant Vice President for Enrollment and Student Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-03-24557 Rev. 0	***Applications for Banquet Liquor Permits*** Provides data on approved applications for liquor permit for various functions held on campus. Applications are processed through Assistant Vice President's Office.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

705: Academic Advising Center

Unique records series of the Academic Advising Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-01-51749 Rev. 0	***Advising Activities Log*** Individual logs of student advising. Provides short detail on nature of visit and guidance given to students for a variety of academic advising services. Also includes copies of student transcripts used for advising purposes.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51672 Rev. 0	***Advisor Recruitment*** Pertinent information on freshman and transfer students advisor recruitment. Includes invitation, notes of interest, advising dates and advising lists. Used in recruitment, organization, and orientation of faculty advisors for Summerstart program and quarterly student orientation.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51751 Rev. 0	***Collegiate Writer Records*** Documentation on origination of software, copyright, contacts, contracts with publishers, program, marketing, correspondence. Used for documentation of software evolution, sales and legal obligations.	**Retain** for 6 years after life of copyright *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
93-01-51757 Rev. 0	***Major Advisor Lists*** Includes information sheet on each department showing department chair, freshman and transfer advisors, education advisors, Scholastic Standing Committee representative; information gathered yearly to create updated listing for advising and referral use by campus offices.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

705: Academic Advising Center

Unique records series of the Academic Advising Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-01-51760 Rev. 1	***Reinstatement Records*** Includes quarterly reports of students reinstated, students denied, and statistics regarding reinstatement.	**Retain** for 8 years after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51761 Rev. 2	***Scholastic Standing Files*** Includes student files containing petition for reinstatement form, student statement, copies of returning student application and transcripts, faculty decisions, and notes of actions and conversations with student concerning petition for reinstatement.	**Retain** for 5 years after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-12-54869 Rev. 0	***University 101 Staffing Records*** Includes information pertaining to recruitment procedures, advertising and hiring processes; applicant information/vitae, related correspondence and copy 2 of one-time payroll authorization for instructors in University 101, the freshman seminar offered during fall quarter to help new students. Documents office's responsibility for recruitment, initiating payment of stipend, and assessment of instructors.	**Retain** for 5 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

706: Student Outreach Services

Unique records series of Student Outreach Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54863 Rev. 1	***Student Outreach Services Program Administrative Files*** May include surveys of students to determine special needs, reports, information on workshops and disability awareness and Provisional Audit Program, and related correspondence. Provides information on administration of Student Outreach Services programs, which provides advice and counsel to students who need special assistance.	**Retain** for 7 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
94-12-54862 Rev. 1	***Student Outreach Services Student Files*** Individual student files from Student Outreach Services programs. The files document academic and financial advising for students who need special assistance. May include advising sheets, questionnaires, interviewer notes, stated goals, progress reports, scholarship information, and copies of transcripts and class schedules.	**Retain** for 7 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

710: Career Services Center

Unique records series of the Career Services Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-12-33274 Rev. 1	***Credentials/Placement Files – Business, Government and Industry*** Includes some or all of the following: General Information/Personal Data form; Summary of Undergraduate/Graduate Record; form grouping courses by major/minor headings; references, and related correspondence. Used to assist graduates working toward advanced degrees at Western, in finding employment and/or to facilitate entry to graduate schools.	**Retain** for 7 years after student graduates *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58525 Rev. 0	***Credentials/Placement Files – Education Division, 1960-Present*** Includes some or all of the following: General information/personal data form; Educational Objective form; Undergraduate or Graduate Record summary listing courses by major/minor headings; Combined Major/Minor Approval and Teaching Recommendation/Endorsement, copy 2; Candidate's Statement of Expected Competencies; Student Teaching Record/Evaluation, copy 1; evaluation of Professional Work in Education form; references; and related correspondence. Used to assist graduates in finding employment in the field of education and/or to facilitate entry into graduate schools.	**Retain** for 35 years after student earns degree or certificate *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

710: Career Services Center

Unique records series of the Career Services Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-12-33273 Rev. 1	***Credentials/Placement Files – Teacher Certification Records, 1900-1960*** Includes some or all of the following: General information/personal data form; Educational Objective form; Undergraduate or Graduate Record summary listing courses by major/minor headings; Combined Major/Minor Approval and Teaching Recommendation/Endorsement, copy 2; Candidate's Statement of Expected Competencies; Student Teaching Record/Evaluation, copy 1; evaluation of Professional Work in Education form; references; and related correspondence. Provides support documentation for teaching certificate. Used to assist graduates in finding employment in the field of education and/or to facilitate entry into graduate schools.	**Retain** for 60 years after student earns degree or certificate *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
05-09-60970 Rev. 0	***Pre-Professional Placement Files*** Includes recommendation letters written by faculty and others, copies of transcripts and personal data. Files are established by students applying to graduate or professional schools, and may be needed for several years as a student applies and may re-apply if not successful.	**Retain** for 7 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

711: Prevention and Wellness Services

Unique records series of Prevention and Wellness Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-09-60246 Rev. 1	***Alcohol & Drug Assessment Contact Files*** Individual files for students that include Alcohol & Drug Consultation and Assessment Services Request for Services form, Statement of Confidentiality, and counselor's notes designating brief counseling and/or referral services. Request for Services contains personal information on student and statement that student has read Statement of Confidentiality. Maintained in accord with RCW 70.41.190.	**Retain** for 10 years after date of last consultation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

716: Campus Recreation Services

Unique records series of Campus Recreation Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-08-46492 Rev. 0	***Committee Membership Files – Off Campus*** Includes correspondence, memoranda, copies of agendas, minutes, reports, and related materials pertaining to off-campus committees on which the Associate Director serves. Documents actions of committees concerned with development of physical/recreation activity programs for the community.	**Retain** for 5 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
90-08-46488 Rev. 1	***Facilities Scheduling and Coordination*** Schedules and related memoranda pertaining to coordination and scheduling of gymnasium facilities and playing fields for Campus Recreation, Physical Education and Athletic Department activities.	**Retain** for 3 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-03-47461 Rev. 0	***General Refund Vouchers, Copy 4*** Input to Student Fiscal Services to initiate refunds to students who withdraw from Intramural sport activities. Used to reconcile budget status report.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-08-46487 Rev. 0	***Intramurals Activities*** Includes information sheet describing each Intramurals physical activity offered to WWU students and/or staff, records number of participants; also includes brochures, calendar of events and related information. Provides a record of program activities.	**Retain** for 12 years after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

716: Campus Recreation Services

Unique records series of Campus Recreation Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-08-46483 Rev. 0	***Letters of Recommendation*** Provides employment evaluation for students or former students who work in Campus Recreation Facilities.	**Retain** for 5 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
05-09-60966 Rev. 0	***Membership Application – Student Recreation Center Facility*** States membership primary account information (faculty, staff, student, retiree, alumni), additional eligible account information, membership type. Office portion of form documents payment and method, invoice number. Applicant signature grants permission to store photo in database and indicates agreement to abide by all policies.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46485 Rev. 1	***Registration Forms – Individual Participants*** Form signed by University student or staff participant (not younger than 17 years of age) registering for scheduled physical activity session. Office notes on form amount and date of registration fees paid. Provides a record of registration and payment of fees for physical activity.	**Retain** for 6 years after end of spring quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46486 Rev. 1	***Registration Forms – Team Participants*** Form includes team captain's and members' names, student numbers, phones (not younger than 17 years of age); lower part of form records receipt of fee payment. Provides a roster of teams participating in sports activities, including tournaments; documents receipt of fee payment.	**Retain** for 6 years after end of spring quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

718: Student Life Office

Unique records series of the Student Life Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-11-60816 Rev. 0	***Leave of Absence Files*** Official leave of absence for students. Includes documentation, including statement to professors, relating to reasons for absence from classes. Signed by Judicial Officer.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51172 Rev. 1	***Student Conduct Files (No Sanction)*** Includes complaint and referral information from Office of University Residences, University Police, or others. Also contains correspondence such as notification of charge(s) letter to student, if any, and record of meeting with conduct officer, if any. Documents conduct officer's decision not to bring a formal charge of violation of the Student Rights and Responsibilities Code. Maintained in accord with WAC 516-22-142, Record of Proceedings, Student Rights and Responsibilities Code.	**Retain** until adjournment of conduct hearing *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51173 Rev. 1	***Student Conduct Files (Sanction Invoked)*** Includes complaint and referral information from Office of University Residences, University Police or others. Includes correspondence such as notification of charge(s) letter to student, documentation of conduct officer's meeting with student, notification of findings and disciplinary sanctions invoked, if any. If appealed, may also include correspondence from the University Judicial Board, such as student hearing notification and notification of findings. Disciplinary action may be probation, suspension, expulsion or other action taken against students under the policy and guidelines of the Student Rights and Responsibilities Code. (WAC 516-22)	**Retain** for 6 years after adjournment of conduct hearing or resolution of appeal *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

718: Student Life Office

Unique records series of the Student Life Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51174 Rev. 1	***Student Conference Files*** Includes general student correspondence with the office, documentation of students unofficially withdrawn from the University, student conference log sheets (in person, telephone or third party contacts), memoranda, meeting notes and related documents. Provides a record of student conferences relating to personal concerns of a non-disciplinary nature such as personal emergencies, leaves of absence, resource inquiries, academic or administrative grievances, illness, etc.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60311 Rev. 0	***Withdrawal Petitions*** Includes Petition Requesting Late Course Withdrawal Due to Hardship form and Petition for Full Tuition Refund form. Includes petition form submitted by student and related correspondence explaining reason why withdrawal is necessary; signature of university official denying or granting request. May include correspondence from physician or other medical care-giver.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

722: Disability Resources for Students

Unique records series of Disability Resources for Students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59852 Rev. 0	***Proctored Exam Forms*** Forms initiate the exam proctoring process; provide instructions as to how Disability Resources for Students is to pick up and return the exam from the issuing professor; and document, via signature, that the completed exam was returned to the issuing professor. Documents DRS role in proctoring academic exams for disabled students.	**Retain** for 2 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59851 Rev. 0	***Student Disability Management Files*** Includes: medical diagnosis; Reader Forms; consultation notes; copies of transcripts; Exam Accommodation Request Forms; correspondence; and other information related to the student and services provided by Disability Resources for Students. Disability management services include counseling, academic accommodations and referral information.	**Retain** for 5 years after date of last activity *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

725: Student Employment

Unique records series of Student Employment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-01-30957 Rev. 1	***Credit Load Waivers*** Documents permission for students to work on campus with a low academic credit load; permission granted once per academic year.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-01-30960 Rev. 2	***Daily Job Listings*** Provides a record of daily jobs available to students both in the community and on-campus. Maintained in electronic format.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-01-30953 Rev. 0	***Departmental Request for Student Workers*** Includes number of students requested, job title and funding program. Provides a record of job requests by department.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-01-30959 Rev. 0	***Internal Research Reports*** Compilation of data pertaining to student on- and off-campus employment; used for statistical analysis.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
89-10-45015 Rev. 1	***Monthly Report – Students Working 817 Hours or More*** Used to monitor students who work under student employment programs up to and over the allowed maximum work load of 81.7 hours per month. (Report RWRMXHR)	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

725: Student Employment

Unique records series of Student Employment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-59986 Rev. 0	***Payroll Exception Report*** Shows students earning in Payroll but not authorized in Student Employment System. (Report RJRPAYE)	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-01-30955 Rev. 0	***State & College Work-Study Interest Sheets*** Assists in placement of students in on- and off-campus employment.	**Retain** until end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-01-30956 Rev. 0	***State Work-Study Payroll Reimbursement Vouchers*** Documentation pertaining to wages paid to students by State Work-Study employers for partial reimbursement.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-01-30965 Rev. 0	***Student Earnings with Low Credit Load*** Computer run #75 provides an alpha listing of student earnings by department/business who either have a low credit load or are not enrolled. Used to ensure that students are in compliance with University employment policy. (RWRSTDY)	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
76-02-16738 Rev. 3	***Student On-Campus Employment Form*** Authorizes student to work on campus; documents hourly or variable salary; and identifies budget category and employing department; this form is now an on-line web-based application; maintained only in electronic format on the Human Resources Banner system by Administrative Computing.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

730: Financial Aid

Unique records series of Financial Aid.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-08-128669 Rev. 1	***College-Based State Programs*** Includes agreements, allocations, reports and supporting documents; provides record of history and administration of State Need Grant, State Tuition & Fee Waiver, State Work-Study, and other state programs.	**Retain** for 6 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-11-43650 Rev. 0	***Computer Generated Award Information for State Programs*** Data processing lists of State Need Grant nominations, confirmation reports. Used to disburse state aid funds.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-01-45628 Rev. 1	***Federal and State Programs Administration Records*** Includes Pell Grant processed payment documents, low credit enrollment reports, veterans status reports, audit trails, Scholastic Standing Committee reports, withdrawal lists, financial aid form tracking reports. Provides documentation relating to the administration of state and federal financial aid programs.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
81-08-28668 Rev. 1	***Federal College-Based Programs*** Includes fund requests and allocation, fiscal reports, progress reports, agreements, and supporting documents. Documentation pertaining to history and administration of federal programs administered by the office	**Retain** for 6 years after termination of contract *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

730: Financial Aid

Unique records series of Financial Aid.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-01-45627 Rev. 0	***Incomplete Student Aid Applications*** Includes financial aid applications, financial aid forms, Basic Grant Student Eligibility Reports and supporting documents. Materials for students who did not enroll, or did not complete process. Maintained for federal reporting and audit purposes.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68675 Rev. 1	***Scholarship Records (Awarded by Institution)*** May include application, award notice, related correspondence. Documents selection of candidates, awarding of scholarships, and disbursement of funds.	**Retain** for 6 years after end of last academic year in which student received assistance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-10-58833 Rev. 0	***Scholarship Remittances, Private Donors*** Remittance advice from Student Accounts Office detailing input/adjustments to individual student accounts for scholarship funds from private donors. May include original correspondence from donor or bank. Documents receipt and disbursement of funds.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
83-08-32781 Rev. 1	***Student Financial Aid Program Records (Student Case Files)*** Includes commitment changes, applications, award notices, Student Eligibility Reports, Financial Aid form; also, for NDSL/GSL loans, institutional copy of loan application and verification of student status. Documents student's eligibility for aid.	**Retain** for 6 years after latest year student received assistance/loan *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

735: University Residences: Director's Office

Unique records series of the University Residences: Director's Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55982 Rev. 0	***Facilities Management*** Includes correspondence and memoranda related to management of University Residences housing facilities. Topics include leases, insurance, utilities, etc. May include copies of leases and insurance documents.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-09-55979 Rev. 0	***Housing Statistics*** Includes Occupancy Reports and other statistics related to university housing.	**Retain** for 5 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
95-09-55978 Rev. 0	***Residence Hall Quarterly Reports*** Reports on quarter's activities within each residence hall. Summarized in annual report.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

736: University Residences: Assignments and Agreements

Unique records series of the University Residences: Assignments and Agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-04-57368 Rev. 0	***Records of University Residences Housing Appeals Board*** Includes student appeal, official decisions and findings of Appeals Board, and related correspondence. Provides a record of Housing Appeals Board decisions in non-conduct issues involving University Residences policies.	**Retain** for 6 years after appeal decision *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
94-04-53651 Rev. 0	***Room Inspection and Inventory Forms*** Includes evaluation of the room/apartment and furnishings and student's signature accepting the stated conditions. May include form releasing roommate from potential liability if roommate vacates premises before other students.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
94-04-53650 Rev. 0	***Room Listing Reports*** Includes student room listing, by building and alpha by student. Includes room number, roommate, type of agreement, meal plan, application date, student number. Cross-referenced from Housing Agreement to provide information about student.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
04-07-60759 Rev. 0	***University Housing Application*** Card completed by student designating quarter/year, student number and type of housing required, along with Roommate Assignment Questionnaire. Used for housing assignment. Application may also be completed on internet and is stored in Banner Student Information System.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

737: University Residences: Facilities

Unique records series of University Residences: Facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-06-56847 Rev. 1	***Building Vandalism/Damage Files*** Copies of Incident Report, maintenance slips, Area Patch and Paint Request forms, copies of charges forwarded to Cashier for vandalism or other damages. May include copies of Lock Shop Key Request forms. Includes summary of damages and charges.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56857 Rev. 0	***Classified Staff Pay Authorization/Excepted Position Overtime or Temporary Higher Level Dutes, Departmental Copy*** Documents overtime worked or temporary assumption of higher level duties for custodial staff.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56841 Rev. 0	***Construction/Renovation Projects*** Budget planning materials, memoranda related to ongoing and proposed major construction projects in University Residences properties. May include copies of architectural bids, surveys, audits, specifications, and drawings of the project.	**Retain** for 3 years after completion of project *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56859 Rev. 0	***Grievance Records*** Includes departmental copies of resolutions, petitions, correspondence and other grievance related documents. Provides documentation for grievances filed by departmental staff.	**Retain** for 1 year after resolution of grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
05-09-60968 Rev. 0	***Lost and Found Form*** Lists items left by students in Residence Hall dorm room. Source document for fee charged to student when item picked up. Items not retrieved held for one year, then surplused. Signed by lead custodian and supervisor.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

737: University Residences: Facilities

Unique records series of University Residences: Facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68670 Rev. 0	***Residence Hall Key Index*** Index listing keys with unique numbers which have been assigned by Univ. Lockshop for residence hall rooms. Stored on magnetic media.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-06-56839 Rev. 0	***Staff Training Files*** Correspondence and training materials for food services personnel, custodial staff, and residence hall staff. Issues relate to health and safety; cleaning procedures, use of new products and related topics.	**Retain** for 1 year after updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

739: University Residences: Financial Systems and Conference Billing

Unique records series of University Residences: Financial Systems and Conference Billing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-09-60422 Rev. 0	***Delinquent Accounts Billing*** Includes eviction notices and meal card termination notices sent to students with delinquent accounts for housing/meal services. Also includes spreadsheets with delinquent account information, and lists of students charged with housing late charges. Used to ensure proper eviction procedure followed.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-09-61873 Rev. 0	***Signed Release for Rental Reference*** Release form signed by students allowing University Residences to disclose student residence account information to potential landlords off-campus as a form of reference. This release is required by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g).	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

740: University Residences: Residence Life

Unique records series of University Residences: Residence Life.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-08-61569 Rev. 0	***Desk Logs*** A daily log that records information about events and important things to know about the desk. It is read and signed off by each staff member during their shift.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
06-01-61076 Rev. 0	***Early Move In Registration Documents*** Includes registration materials printed from on-line forms completed by students requesting early move into residence halls; spread sheet documenting charges, and correspondence regarding types of charges. Provides back up for charges to student's account or for waiver of fees.	**Retain** for 6 years after end of fall quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-07-56892 Rev. 0	***Optical Scanning Data Sheets*** Source documents for printed evaluations of residence hall directors and assistants and for residence hall facilities performed by students. Coded data is compiled and summarized by the Testing Center.	**Retain** until evaluations compiled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-08-42723 Rev. 1	***Residence Hall Incident Reports*** Includes reports filed by staff pertaining to incidents that occur in campus residence halls, and related correspondence. Filed numerically by building. May document problem situations and residence hall policy and procedural violations, or be used to record positive events/actions. Used as an aid in prevention of vandalism or in solving other crime-related problems. May be used as a basis for actions taken toward individual students accused of violating University Residence conduct regulations and policies.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

740: University Residences: Residence Life

Unique records series of University Residences: Residence Life.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-08-61572 Rev. 0	***Resident Advisor Duty Logs*** Daily Log that keeps RA's informed about what is going on in the community regarding duty. It is read and signed by each RA daily.	**Retain** for 1 year after end of academic year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
88-08-42724 Rev. 0	***University Residences Conduct Board Appeal Cases*** Includes Residence Hall Incident Report(s), appeal of student, Conduct Board meeting minutes, appeal decision, and correspondence with student. Provides a record of University Residence Conduct Board determinations in appeals made by students in response to actions taken by the University as a result of violations of University Residence regulations and policies.	**Retain** for 6 years after appeal decision *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

742: University Residences: Western Card Office

Unique records series of the University Residences: Western Card Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-02-60448 Rev. 0	***Report of Loss/Theft of Western Card*** Form used to report loss/theft of Western Card, the official identification/transaction card for students, faculty, and staff. Card loss/theft is reported by Card Office to the Library and Dining Services. Includes signature agreeing that card is invalidated if found.	**Retain** for 6 years after end of summer quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

746: Associated Students KUGS Radio Station

Unique records series of the Associated Students KUGS Radio Station.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-06-60691 Rev. 0	***Daily Operation Logs*** Daily operation logs consist of the legal signature of the operator on duty; transmitter readings; record of the Emergency Alert System test(s) sent and received; sign on/off or indication of continuous operation. Maintained in accordance with 47 CFR 73.1840.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

750: Associated Students Child Development Center

Unique records series of the Associated Students Child Development Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-08-61824 Rev. 0	***Child Development Center Program Records*** Records maintained to ensure Child Development Center program compliance with relevant laws and regulations. Includes parent financial agreements, attendance records, daily sign-in/sign-out sheets, invoices, food program records, and other records documenting the daily operation of the Center.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-08-61825 Rev. 0	***Child Development Center Student Files*** Individual files on children attending the Child Development Center containing information required by WAC 170-295-7010. Files contain student information including enrollment forms signed by parent, family or emergency contact information, parental consent forms, and medical/health-related records.	**Retain** for 6 years after withdrawal from program *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

751: Associated Students Viking Union Finance Office

Unique records series of the Associated Students Viking Union Finance Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-12-51646 Rev. 0	***Associated Students WWU Purchase Order, Copy 3*** Filed in numerical order. Used for cross-reference to vendor payment files maintained by office.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-12-35794 Rev. 0	***Invoice, (Paid) WW-C64, Copy 4*** To bill users of Viking Union facilities; includes receipt of payment.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-12-35816 Rev. 1	***Journal Vouchers, Copy 2*** Includes adjustment and interdepartmental vouchers, copy 2. Provides a back-up record of interdepartmental transfers and adjustments to Associated Students and Viking Union funds.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-12-35789 Rev. 0	***Purchase Documents – Viking Union Information Desk Resale Items*** Includes field order A17-1, office copy, purchase form, copy 2; copy of invoice and other supporting documents. Provides departmental back-up data for items ordered and received for inventory stock and resale.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-06-55294 Rev. 0	***Record of Admission Tax, City of Bellingham*** To record amount owed City of Bellingham for admissions tax on all Associated Students events with paid admission greater than $1.00. Includes cash count/ticket verification form. Back-up for Accounting Services admission tax payment to City of Bellingham.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

751: Associated Students Viking Union Finance Office

Unique records series of the Associated Students Viking Union Finance Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-12-35806 Rev. 0	***Student Pay Records*** Includes time/pay list, copy 2; daily time record, copy 1. Provides a record of time worked and student earnings.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-12-35793 Rev. 0	***Viking Union Minor Capital Improvements File*** Includes field order A17-1, office copy; purchase form, copy 2; interdepartmental invoices and other supporting documents. Provides departmental back-up data for expenditures for minor capital improvement projects for Viking Union facilities.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

756: Students' Co-op Bookstore

Unique records series of the Students' Co-op Bookstore.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-01-53499 Rev. 0	***Annual Inventory*** Provides an itemized list by department of the quantity and dollar value of merchandise in the store.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
01-07-60103 Rev. 0	***Armored Car Pick Up Receipt Book*** Pre-numbered receipt listing shipper, destination, contents (check or cash), deposit bag number, and dollar amount of contents. Includes driver's signature, date and pick up time. Also includes bank deposit slip. Retained to verify deposit against monthly bank statement.	**Retain** for 6 years after end of month *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-12-59522 Rev. 0	***Bulletin Mail Order Form*** Form used to mail University Bulletin to customers. Includes name, address, costs, payment method, and transaction number generated from the cash register. Includes check number or account type and number if applicable. Provides payment documentation on bulletins mailed out.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-12-59524 Rev. 0	***Bulletin Orders Database Printout*** Annual printout of University Bulletin Orders database, containing name and address of party ordering Bulletin, along with amount paid. Input from Bulletin order form which is used as a mailing label.	**Retain** for 6 years after written off-line *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

756: Students' Co-op Bookstore

Unique records series of the Students' Co-op Bookstore.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-08-46471 Rev. 0	***Combined Monthly Excise Tax Return*** Includes copy of return submitted for payment of state sales taxes.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46452 Rev. 0	***Freight Bills*** Includes name of consignee, date of shipment, items shipped and other shipping information, copy of check voucher for any freight shipped in collect or shipped out prepaid; provides a record of goods delivered to the Bookstore by transportation agency.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-01-60404 Rev. 0	***Gift Certificate Database*** Information input from gift certificate form. Used to track unredeemed gift certificates and report/return funds to Department of Revenue after two-year period as required by RCW 63.29.130.	**Retain** for 6 years after reported to dept. of revenue *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46466 Rev. 0	***Inventory Control Journal*** Provides a monthly and year-to-date balance of Bookstore inventories showing Cost of Goods Sold, total reductions and additions to each department.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46453 Rev. 0	***Merchandise Transfers*** Provides record of any increases or reductions to the inventory accounts by transferring one inventory to another.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

756: Students' Co-op Bookstore

Unique records series of the Students' Co-op Bookstore.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-05-60088 Rev. 1	***Packing List*** Printed from on-line order system when customer places on-line order. Shows merchandise ordered, item number, price, tax, shipping charges, total charges. Includes customer name and address. Picking list used to retrieve items for customer pick up or mailing and is attached to packing list. Provides an itemized record of purchases and charges.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-08-46454 Rev. 0	***Price Changes*** Provides record of any inventory changes from price markdowns or markups.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
01-08-60189 Rev. 0	***Textbook Requisition*** Form used by faculty to order textbooks from Bookstore. Includes pertinent information related to department, course, quarter, instructor, and textbook. Signed by department chair and instructor.	**Retain** for 15 months after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

760: Student Health Services

Unique records series of Student Health Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-11-36382 Rev. 0	***Client Case Files (WWU Students)*** Includes: Personal Medical History and Immunization Record; episodic clinical notes (history, physical exam, diagnosis and treatment); antigen schedule and record; correspondence; consent for release of medical records; consent for treatment; lab tests and results; x-ray results. Summarizes patient diagnosis made by medical staff; documents recommended treatment and referral information of WWU students utilizing Student Health Service facilities.	**Retain** for 10 years after date of last patient visit *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
88-03-41901 Rev. 0	***Health Services Statistical Information*** Includes daily statistics kept regarding number of visits, females and males seen, number of patients, examining doctor, nurse, residence, insurance coverage, referrals, diagnosis and procedures. Provides a record of the functions and goals of the Health Service. Information compiled quarterly; placed in annual report.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
01-07-60133 Rev. 0	***Inspection Logs*** Logs maintained to verify Health Center examination rooms have been maintained in accordance with regulations by disinfecting, cleaning, removing biohazardous waste, and other activities. Records maintained as required by WAC 296-62-08001.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
93-01-51670 Rev. 1	***Optical Scanning Data Sheets (Processed)*** Source documents for Health Services statistical information compiled quarterly. Sheets are completed by both patient (student) and doctor. Statistics included such information as date of patient visit, ages, sex, student number, diagnosis, charge, and date patient seen. Source document for fees charged to patient.	**Retain** for 6 years after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

760: Student Health Services

Unique records series of Student Health Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50209 Rev. 0	***Personal Medical History Form*** Medical History and Immunization record filled out by entering students prior to registration. Becomes part of patient file, if student visits clinic within one-year period; after one year, student required to submit new form for patient file.	**Retain** for 1 year after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

770: Athletics Department

Unique records series of the Athletics Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-06-52486 Rev. 1	***Eligibility Forms*** Provides a record of student's eligibility to participate in varsity sports in accordance with regulations of National Association of Intercollegiate Athletics (NAIA) and the National Collegiate Athletic Association (NCAA). Signed by coach, Athletics Director, and Faculty Athletic Representative.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

771: Athletics Training Room

Unique records series of the Athletics Training Room.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-04-58351 Rev. 1	***Athlete Medical Records*** (WWU Varsity Student Athletes) Includes: Patient chart; physician notes and record of consultation; notices and correspondence from off-campus physicians; evaluation of injuries; records of physical exams and updates; treatment cards listing history of treatments provided; insurance documents detailing athlete's personal health insurance information. Provides a record of medical history, treatment provided, and/or referrals made by WWU physician and medical staff for students who participate in varsity athletics.	**Retain** for 10 years after date of last patient visit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

800: Vice President for Business and Financial Affairs

Unique records series of the Vice President for Business and Financial Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55941 Rev. 1	***Budget Committees and Task Forces*** Includes minutes, reports, and related materials from ad hoc committees and task forces formed to discuss divisional budget-related issues, such as acquisition of parking facilities.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
95-09-55955 Rev. 0	***Budget Files*** Information on the university's budget. May include notes, memoranda, reports, budget hearing material, plans and other related material.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-09-55940 Rev. 0	***Budget Monitoring and Control*** Includes budget status and other statistical reports. Used to monitor and control expenditures for all divisional budgets.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-09-55956 Rev. 0	***Grievance Files*** Individual case files. Includes original notes, copies of notice of grievance, correspondence and related materials. Documents nature of grievance and its resolution.	**Retain** for 6 years after resolution of grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

800: Vice President for Business and Financial Affairs

Unique records series of the Vice President for Business and Financial Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55964 Rev. 0	***Letters of Recommendation*** Includes copies of letters of recommendation provided by the office for employees, former employees or students.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-09-55962 Rev. 0	***Professional Associations Relations*** Includes correspondence, memoranda, copies of reports and related material; documents relations between the Vice President's office and professional organizations.	**Retain** for 4 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-09-55952 Rev. 0	***Property Management Files*** Correspondence and information related to properties leased or being considered for acquisition by the university. Documents Vice President's oversight of property acquisition and property management issues. Records for properties the university owns are held by Planning, Facilities & Operations.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
99-06-59176 Rev. 0	***Vice President's Board of Trustees Planning Material and Notes*** Includes internal division correspondence regarding items to be presented to the Board and copies of reports, statistics, or other information about Board agenda items prepared by division units or outside sources. May also include Vice President's notes pertaining to Board meetings, and/or working drafts of presentations.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

809: Risk Management

Unique records series of Risk Management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51138 Rev. 0	***Certificates of Insurance/WWU Issued*** Certificate or letter issued by Risk Management to either campus or outside parties sponsoring functions or events stating that WWU is insured or self-insured.	**Retain** for 2 years after expiration of coverage *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51130 Rev. 0	***Commercial Insurance Coverage Claims*** Provides a record of claims/legal actions filed with commercial insurance carriers by the University. Includes copies of claim, related correspondence and record of final disposition.	**Retain** for 6 years after action on claim resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51128 Rev. 0	***Commercial Insurance Policies*** Includes policy and endorsements. Provides a record of commercial insurance coverage for special needs of the University.	**Retain** for 25 years after termination or cancellation of policy *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
92-08-51133 Rev. 0	***Insurance Policy Database*** Information pertaining to all insurance policies in force; shows premium distribution among campus departments. Maintained on magnetic media; updated and printed annually.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

809: Risk Management

Unique records series of Risk Management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-12-51474 Rev. 1	***Insurance Program Reviews & Broker Selection*** Includes committee findings and recommendations to University administration regarding selection of broker and insurance program.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
92-08-51123 Rev. 0	***Loss Histories*** Database includes date, name, location, and all details of final disposition of property and liability claims brought against the University. Used for statistical analysis of insurance costs. Stored on magnetic media.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51127 Rev. 0	***Property Damage Accounting Records*** Includes copy 2 of Incident Report, correspondence, and copy 2, WWU Departmental Deposit Slip providing record of payment from person who caused damage.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68671 Rev. 0	***Risk Management Annual Report*** Annual report on insurance, loss history, summary of claims, Risk Management activities and future plans and recommendations.	**Retain** for 4 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **OFM**

809: Risk Management

Unique records series of Risk Management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-511322 Rev. 0	***State of Washington Insurance Claims*** Provides a record of claims/legal actions filed with State Division of Risk Management by the University. Includes copies of claim, related correspondence and record of final disposition.	**Retain** for 6 years after action on claim resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51131 Rev. 0	***State of Washington Insurance Program Records*** Includes Policy Declaration Sheet issued by State Division of Risk Management containing insurance coverage details, along with related correspondence. Provides record of insurance coverage where the State Div. of Risk Mgmt. is holding the master policy.	**Retain** for 6 years after updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59460 Rev. 0	***Accident/Incident/Potential Hazard Reports*** Provides documentation of non-chemical, non-asbestos accidents, incidents, or potential hazards incurred by employees, visitors, and staff. Includes any attachments needed for documentation. Some medical information may also be included.	**Retain** for 10 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59500 Rev. 1	***Accident/Incident/Potential Hazard Reports/Chemical/Blood Borne Pathogen or Asbestos Related*** Provides documentation of chemical/blood borne pathogen or asbestos accidents, incidents, or potential hazards incurred by employees, visitors, and staff. Includes any attachments needed for documentation. Some medical information may also be included.	**Retain** for 30 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
99-11-59461 Rev. 0	***Air Contaminants Documentation*** Documents issues and concerns regarding air contaminants. Includes lab requests, correspondence, analysis reports, employees problems with gaseous irritants/solvents, etc.	**Retain** for 30 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59462 Rev. 0	***Asbestos and Lead Sampling*** Provides a record of bulk or air sampling and evaluation for the presence of asbestos and lead to identify if employee has been exposed to either. Includes reports, correspondence, lab analysis and sampling requests, corrective action taken or suggested.	**Retain** for 30 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59497 Rev. 0	***Asbestos/Lead Bulk and Air Sampling Results*** Provides a record of asbestos and lead bulk and air sampling and evaluation completed by EH&S employees at construction and renovation projects. May include sampling requests, reports, lab analysis requests, physical sample and results, correspondence.	**Retain** for 30 years after survey results completed *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
99-11-59463 Rev. 0	***Carcinogen Standard Inspections*** Provides a record of EH&S safety inspections at WWU facilities that maintain carcinogens. Maintained to ensure compliance with all safety standards. Includes problems and corrective actions to be taken.	**Retain** for 30 years after date of survey *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
99-11-59464 Rev. 1	***Carcinogen/Blood Borne Pathogen Standard Reports*** Reports document location of carcinogens/blood borne pathogens, including the compound or other identifying information, how present, number of employees in each area, any incidents. Incident reports include amount of material released, employees exposed, medical treatment.	**Retain** for 30 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
99-11-59465 Rev. 0	***Chemical Hygiene Plans*** Documentation of safety measures implemented to ensure protection of employees from chemical exposure in labs and inspection of labs to ensure compliance. May include consultations, WISHA audits, corrective actions, correspondence and final reports.	**Retain** for 30 years after superseded *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59466 Rev. 0	***Chemical Inventories*** Provides a record of chemicals in use at WWU facilities, including laboratories, custodial services, offices, etc. Inventories reveal where and when the chemical is used, as well as the identity of all toxic substances or harmful physical agents.	**Retain** for 30 years after last inventory *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68622 Rev. 0	***Chemical Inventory Database*** Inventory of chemicals being used by labs on campus. Includes type of chemical, amount stored, MSDS reference number.	**Retain** for 30 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
99-11-59480 Rev. 0	***Contingency Plans*** Files contain contingency plans and related planning information for the management of hazardous waste on campus.	**Retain** for 6 years after superseded *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
99-11-59456 Rev. 0	***Departmental Audits*** Departmental audits performed quarterly or annually for review by the Central Health and Safety Committee. (Audit cycle occurs within 6 year period.)	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59481 Rev. 0	***Disposal Contractor Background Files*** Provides record of companies contracted to dispose of hazardous waste. Includes contract, audit/report from site visit, correspondence, profiles of the physical characteristics of wastes/liquids to be disposed of and approved disposal methods.	**Retain** for 6 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59467 Rev. 0	***Diver Information Files*** Provides information on divers, active and inactive, diving under the auspices of the University. May include correspondence, notes, certification validation, last dive, dive logs, CPR certification, medical records, and dive exam.	**Retain** for 10 years after last dive *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59454 Rev. 1	***Employee Registration Sheets, EHS Training*** Sign-in (registration) sheets from classes to verify attendance at Environmental Health & Safety training classes. Used as a source document for data entry in the Training Record Database, and for certificate renewal, e.g. first aid.	**Retain** for 30 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59457 Rev. 0	***Environmental Health & Safety Materials*** Provides a record of EH&S materials provided to staff, faculty and students. May include flyers, publications, newsletters, posters, policies and procedures, descriptions of training and training materials.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

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Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59499 Rev. 0	***Environmental Health & Safety Program Files*** Provides administrative record of programmatic activities relating to fire safety, occupational health training, biosafety, and asbestos. May include correspondence, surveys, plans, permits, reports, manuals, inspections.	**Retain** for 5 years after end of calendar year or updated *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
99-11-59468 Rev. 0	***General/Industrial Hygiene Sampling*** Documents the sampling and evaluation for the presence of chemicals or physical agents, to ensure that employee exposure to toxic substances is within mandated limits. May include correspondence, lab analysis and/or sampling requests, corrective action.	**Retain** for 30 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
99-11-59482 Rev. 0	***Generator Site Files*** Files track and monitor facilities that generate hazardous waste. Includes amount generated, incident, WDOE Notification of Dangerous Waste Activities, correspondence and recycling information. Information used to produce WDOE annual reports.	**Retain** for 6 years after submittal of annual report *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

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Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59469 Rev. 0	***Hazard Communication and Employee Right-To-Know Files*** Plan on hazardous communication program for the workplace, including information on labeling containers of chemicals, copies of material safety data sheets, employee training programs available in regards to hazardous chemicals and protective measures.	**Retain** for 6 years after superseded *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
99-11-59483 Rev. 0	***Hazardous Materials Team – Incident Response*** Documents response of the Hazardous Material Response Team to spills involving hazardous materials. May include response plan, report of clean-up, correspondence and incident reports.	**Retain** for 30 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
99-11-59484 Rev. 0	***Hazardous Waste Analysis*** Analysis of waste stream used to determine policies and procedures for hazardous waste management. Includes lab results and background research regarding determination of category for each type of waste.	**Retain** for 6 years after end of waste production *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68641 Rev. 0	***Hazardous Waste Database*** Includes manifest and amount of chemical containers, disposal information. Provides a record of waste collection and disposal.	**Retain** for 5 years after end of calendar year in which data collected/entered *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59504 Rev. 0	***Hazardous Waste Database Reports*** Printout from Hazardous Waste Database. Includes manifest and amount of chemical containers, disposal information. Provides record of hazardous waste collection and disposal.	**Retain** for 15 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59486 Rev. 0	***Hazardous Waste Remediation*** Provides a record regarding any hazardous waste clean up at landfills or disposal sites, or WWU property. Contains all information regarding the clean up. Includes correspondence, contracts, water/land/soil contamination survey, test and results and property information.	**Retain** for 10 years after completion of clean-up or sale of land *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
99-11-59487 Rev. 0	***Hazardous Waste Shipping Manifests*** Documents track the shipping and disposal/destruction of PCB and hazardous waste to a disposal site. Includes shipping manifests from transporter, drum inventory, disposal restrictions, final certificate of disposal or destruction, EPA Exception Report.	**Retain** for 15 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59485 Rev. 0	***Hazardous Waste/Surplus Chemical Collection Request Form*** Form completed by departments to request the pick-up and disposal of hazardous waste. Includes information on waste composition, quantity and numbers/types of containers.	**Retain** for 5 years after data entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68645 Rev. 0	***Incident/Potential Hazard Database*** Database tracks and monitors concerns raised.	**Retain** for 6 years after corrective action taken *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59475 Rev. 0	***Incident/Potential Hazard Log*** Log of concerns investigated as result of accidents/incidents incurred by employees, visitors, and staff.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59488 Rev. 0	***Inspection Reports*** Provides a record of the inspection of containers stored at facilities (or the entire facility) to ensure compliance with regulations for storage and handling of hazardous materials. Includes problems found, corrective action to be taken, correspondence.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59473 Rev. 0	***Labor and Industries Compliance Inspections*** Provides a record of any L & I inspection of buildings to ensure compliance with Wash. Industrial Safety and Health Admin. May include inspection notes, violation notices, citations, regulations, correspondence, reports, corrective action, response.	**Retain** for 6 years after corrective action completed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59474 Rev. 0	***Laboratory Safety Inspections*** Documents compliance with all safety regulations regarding laboratory facilities using hazardous chemicals. May include inspection reports, regulations and policies, observations and recommendations for improvements.	**Retain** for 30 years after date of last inspection *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68652 Rev. 0	***Material Safety Data Sheet Database*** Material Safety Data Sheets (MSDS) maintained on-line.	**Retain** for 3 years after end of use of chemical *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59471 Rev. 0	***Material Safety Data Sheets (MSDS)*** Manufacturers' guide to potential hazards of and protection methods for each chemical purchased – acts as supplement to chemical inventories. Information on hazards, storage conditions, manufacturer. Documents mandated handling procedures.	**Retain** for 30 years after end of use of chemical-information superseded *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
99-11-59498 Rev. 0	***Notice of Intent to Remove or Encapsulate Asbestos*** Provides record of intent to remove or encapsulate asbestos during large projects. Reports are sent to the Northwest Air Pollution Authority. (NWAPA).	**Retain** for 1 year after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59477 Rev. 0	***OSHA 200/300 Log*** Provides written documentation of the annual OHSA log of all reportable accidents on the WWU campus.	**Retain** for 10 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59489 Rev. 0	***PCB Annual Log*** Documents the use of Polychlorinated biphenyl's (PCBs) during the year. Includes inventory of where PCBs were used on campus, amount at each location and related information.	**Retain** for 5 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
99-11-59490 Rev. 0	***PCB Inspection Reports*** Provides record of quarterly transformer inspection by Physical Plant to ensure compliance with proper guidelines and regulations. Includes inspections of Polychlorinated biphenyl's (PCB) storage.	**Retain** for 6 years after last inspection *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59491 Rev. 0	***Pollution Prevention Plans and Annual Reports*** Plans describe manner in which EH&S is working to reduce hazardous and dangerous wastes produced on campus. Includes plans, recommendations, correspondence, and annual reports.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

810: Environmental Health and Safety

Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59495 Rev. 0	***Public Works Safety Materials*** Provides a record of contractor safety plans (including back up material for asbestos monitoring) and Material Safety Data Sheets for public works projects.	**Retain** for 30 years after project close *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59501 Rev. 0	***Record of False and Trouble Alarms*** Record of false and trouble alarms. (This is a closed records series covering the period 1980 to 1995.)	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59494 Rev. 0	***Renovation and Public Works Files*** Provides a record of each university renovation project. May include memos, blueprints, estimates, existing plans, feasibility studies, etc.	**Retain** for 3 years after project close *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59479 Rev. 0	***Superfund Authorization and Re-Authorization Act, Title III Report*** In accordance with RCW 49.70.170 provides a record of compliance with Community Right to Know program. May include reports, budget information, invoices, correspondence, and related planning information.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68687 Rev. 0	***Training Record Database*** Provides record of training received by employees through various classes offered by EH&S. Used as tracking mechanism for employee re-certification, new employee training, etc.	**Retain** for 10 years after data entered in computer *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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Unique records series of Environmental Health and Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59492 Rev. 0	***Underground Storage Tank Files*** Provides record of compliance regarding the installation, maintenance and use of underground tanks for storing hazardous materials. May include correspondence, blueprints of tank, soil test, results, regulations, violations, corrective actions taken.	**Retain** for 6 years after tank no longer in service *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59502 Rev. 0	***Washington Department of Ecology (WDOE) Notification of Dangerous Waste Activities*** Notification from Washington Department of Ecology (WDOE) of sites generating hazardous waste.	**Retain** for 3 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59478 Rev. 0	***Washington Industrial Safety and Health Administration (WISHA) Compliance Plan and Program*** Provides a record of compliance with WISHA standards and regulations. May include compliance plans, safety survey reports, correspondence, employee training, departmental audits, annual statistical summaries, etc.	**Retain** for 6 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59493 Rev. 0	***WDOE Annual Reports*** Also known as Generator Annual Dangerous Waste Reports. Annual record reporting statistics related to hazardous waste management by Environmental Health & Safety.	**Retain** for 6 years after final submittal of report *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

810: Environmental Health and Safety

Workers' Compensation

Unique records series of Environmental Health and Safety: Workers' Compensation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68657 Rev. 0	***OSHA Supplementary Record Database*** Required by the Occupational Safety and Health Administration. Provides a supplementary record of occupational injuries and illnesses. Created and maintained on database to Form OSHA No. 101. (Required as per 29 CFR 1904.04)	**Retain** for 10 years after last L&I claim closure *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-11-59385 Rev. 1	***Workers' Compensation Claim Files/Chemical/Blood Borne Pathogen or Asbestos-Related*** Chemical/blood borne pathogen or asbestos-related internal claim files relating to workers' compensation claims filed by employees with the Dept. of Labor & Industries. May include correspondence with L & I, notes, medical information from physicians, copies of L & I's original forms.	**Retain** for 30 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
14-09-68691 Rev. 0	***Workers' Compensation Database*** Database providing a record of workers' compensation claims filed by employee regarding job-related injuries or illness. Overview of each claim filed, as well as the course of the claim. May include notes, payment information, date of closure per claim.	**Retain** for 30 years after last L&I claim closure *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59383 Rev. 0	***Workers' Compensation Reports Compiled From Database/Received From L & I*** Provides a record of analytical reports printed from database or received from L&I. Used to track workers' compensation claim information. (Reports are run or received as requested.)	**Retain** until administrative purpose served *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

810: Environmental Health and Safety

Radiation Safety

Unique records series of Environmental Health and Safety: Radiation Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60902 Rev. 0	***Authorization to Use Radioactive Material Files*** Provides authorization for radioactive materials, possession of sealed sources. (Required to meet all employee training requirements as per 29 CFR 1910.120, 1960.59 and 1926.21.)	**Retain** for 30 years after termination of license *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
05-06-60903 Rev. 0	***Bioassay Tests*** Provides a record of employee bioassay (thyroid) exams. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60904 Rev. 0	***Calibration Test Reports*** Provides a record of calibration tests performed on instruments.	**Retain** for 10 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

810: Environmental Health and Safety

Radiation Safety

Unique records series of Environmental Health and Safety: Radiation Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60906 Rev. 0	***Dosimetry Reports*** Provides a record of the processing of dosimetry badges which measure and record radiation exposure to personnel. Includes Report by Series Codes; the reading of badges processed in a single batch. Results are also included in an annual report that is prepared for each individual who is monitored for internal and/or external radiation exposure. Reports provide detailed information on each reading and are used to supplement the personnel files in exposure cases. Maintained in accord with WAC 246-221-230(7)(c).	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60905 Rev. 0	***Lab Survey Reports*** Documents laboratory surveys for contamination. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60908 Rev. 0	***Radiation Machine Documentation*** Provides documentation about radiation machines. May include registration, application, inspection records, and shielding and calculation correspondence. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

810: Environmental Health and Safety

Radiation Safety

Unique records series of Environmental Health and Safety: Radiation Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60911 Rev. 0	***Radiation Safety Monthly, Quarterly and Annual Reports*** Provides a record of summary reports compiled by units of the Radiation Safety Office.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
05-06-60907 Rev. 0	***Radiation Safety Personnel Files*** Documents personnel radioactive work history at WWU. May include correspondence, high/over exposure letters, worker history, applications for dosimeters, annual dosimetry reports, etc. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60912 Rev. 0	***Radiation Safety Procedures Manuals*** Documents procedures to be followed in the course of working with radiation. May include Radiation Safety Operational Procedures, Radiation Safety Manual. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

810: Environmental Health and Safety

Radiation Safety

Unique records series of Environmental Health and Safety: Radiation Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60913 Rev. 0	***Radiation Safety Training*** Provides a record of individual employees' completion of Radiation Safety training classes or instruction. Includes Radiation Training Notice that fulfills worker's right to know about the radiation they work with. (The Right to Know Sheet is required to comply with all hazard communication requirements per WAC 296.800.170 and WAC 246.222.)	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60915 Rev. 0	***Radioactive Material Licenses and Registrations*** Provides a record of radiation license, application, and correspondence. Includes Radioactive Materials License (WN-C007-1), supporting material, and X-ray registrations. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
05-06-60914 Rev. 0	***Radioactive Material Order and Usage Records*** Provides a record of order and use of material.	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
05-06-60916 Rev. 0	***Sealed Source Leak Tests*** Provides a record of sealed source surveys and inventories of sources. Maintained in accord with WAC 246-221-230.)	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

810: Environmental Health and Safety

Radiation Safety

Unique records series of Environmental Health and Safety: Radiation Safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60917 Rev. 0	***Training and Experience In Radiation*** Provides record of employees' personal data and current/expected use of radiation. May also document previous radiation work and experience. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60918 Rev. 0	***Unusual Incidents and Accidents*** Documents reports and correspondence related to incidents and accidents involving radiation. Maintained in accord with WAC 246-221-230.	**Retain** for 30 years after termination of license *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
05-06-60919 Rev. 0	***Waste Disposal Records*** Provides a record of radioactive waste disposals. Maintained in accord with WAC 246-221-220.	**Retain** for 30 years after termination of license *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

816: Capital Budget Office

Unique records series of the Capital Budget Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68619 Rev. 0	***Capital Budget Accounting Database System*** Database system that provides financial documentation of construction, renovation, improvements or repairs for new or existing facilities. Used to track, update, and report all major/minor capital project expenditures. Includes planned commitments and unobligated project balances. Also utilized to document funds requiring reappropriation. Source documents are major/minor capital project files. Backed up monthly on magnetic media. Project files deleted ten years after project completion.	**Retain** for 10 years after project completion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-07-58615 Rev. 0	***Capital Budget Accounting Database System Biennial Reports*** Various reports output from the Capital Budget Accounting Database System such as: Capital Budget Status Report; Housing Budget Status Report; Minor Capital Improvements/Appropriations and Reappropriations; Field Order Listing; Public Works Project Listing; Job Request Listing. Includes planned commitments and unobligated balances. Used to track, update, and report status of major/minor capital project expenditures. Also utilized to document funds requiring reappropriation. Cross-referenced to the University's General Accounting System. Biennial reports summarize expenditure data. Provides only existing accurate record of encumbrances, planned commitments, uncommitted balances, etc.	**Retain** for 10 years after end of biennium *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-07-58607 Rev. 0	***Capital Plan/Capital Budget Requests*** Biennial documentation that includes the following: letter of transmittal from WWU President to the Governor; Capital narrative describing mission and goals, facilities and infrastructure, enrollment capacity, and description of capital challenges; ten-year capital program summary; detailed description of preservation and programmatic projects, and related documents. Most recent filed in three-ring binders.	**Retain** for 10 years after end of biennium *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

816: Capital Budget Office

Unique records series of the Capital Budget Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-07-58604 Rev. 0	***Capital Projects Files: Major Projects Financial Documentation*** Includes some or all of the following: copies of purchase requisitions, resultant field orders and subsequent invoices; Physical Plant job requests, funding authorizations and monthly invoicing; Public Works contract documents and payments; contractor information; architectural agreements/selections; lien and lien release documentation related to projects; interagency agreements; originals of Statement of Compliance with Prevailing Wage Laws (intent to pay and affidavit of wages paid); Dept. of Revenue reconciliation/certification; and related correspondence and memoranda. Provides sole record of projects organized by biennium according to appropriation; used by administrators and others for referencing project information.	**Retain** for 10 years after end of biennium *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-07-58605 Rev. 0	***Capital Projects Files: Minor Projects Financial Documentation*** Includes some or all of the following: copies of purchase requisitions, resultant field orders and subsequent invoices; Physical Plant job requests, funding authorizations and monthly invoicing; Public Works contract documents and payments; contractor information; architectural agreements/selections; lien and lien release documentation related to projects; interagency agreements; originals of Statement of Compliance with Prevailing Wage Laws (intent to pay and affidavit of wages paid); Dept. of Revenue reconciliation/certification; and related correspondence and memoranda. Provides sole record of projects organized by biennium according to appropriation; used by administrators and others for referencing project information by subject.	**Retain** for 10 years after end of biennium *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

816: Capital Budget Office

Unique records series of the Capital Budget Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-07-58611 Rev. 0	***Minutes & Agenda, Project Specific Committees*** Includes copies of minutes, agenda, reports, memoranda and related information from campus committees related to specific capital projects. Documents actions taken and recommendations made.	**Retain** for 6 years after completion of project *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68667 Rev. 0	***Purchase and Expenditure Records (Self-Supporting Budget)*** Includes departmental copies of personnel/benefit costs, field orders, purchase forms, interdepartmental and vendor invoices and other supporting documents. Provides back-up data for expenditures for personnel, services, supplies and equipment.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-07-58612 Rev. 0	***Relations with Other Institutions & State-Level Committees*** Includes copies of capital budget requests from other state institutions, inter-institutional correspondence and memoranda, surveys and committee work, such as the state Capital Policy/Capital Communication Committee and corresponding subcommittees.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

825: Accounting Director/Senior Accountant

Unique records series of the Accounting Director/Senior Accountant.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-04-57693 Rev. 0	***Banner Financial System to AFRS Balancing Data*** Spreadsheets containing financial documentation balancing AFRS to the Banner Financial System for the fiscal year-end close.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-12-16368 Rev. 1	***Debt Service Working Papers*** Financial supporting detail for bond financing; provides point in time reference for payment dates and debt obligation.	**Retain** for 6 years after bonds amortized *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
97-04-57691 Rev. 0	***Minority & Women's Business Enterprises (MWBE) Monthly Report*** Lists of minority and women's business vendors and contractors engaged in business with WWU. Filed monthly with OFM.	**Retain** for 6 years after end of month *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
75-12-16368 Rev. 1	***Supporting Detail – Indirect Cost Rates for Federal Grants*** Includes supporting detail for calculating annual percentage of credit WWU receives for federal grant administrative services. Provides back-up documentation for summary report to Bureau for Faculty Research.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

830: Accounting Services

Unique records series of Accounting Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-11-41157 Rev. 0	***Backup Documentation for Formatting Accounting Records*** Computer reports used to reformat WWU accounting data to AFRS coding and format. Sole source of balancing totals in support of data submitted. (Q86141/Q8617X)	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-10-26297 Rev. 0	***Cash Disbursement Journal (Com)*** Documents monthly activity of state and local vendor payments, recovery of expenditures, check cancellations, interdepartmental transfers and adjustments at lowest detail level. Used to prepare journal summary by Fund and General Ledger codes.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
75-12-16247 Rev. 0	***Code Manuals (Com)*** Valid code listing for accounting system, arranged by: fund-source-subsource; fund-appropriation; category-budget unit; object-subobject.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42489 Rev. 1	***Federal Financial Aid: Fiscal Records*** Includes documents which provide a record of disbursement and collection of federal financial aid funds, and that meet reporting and audit requirements of the federal government.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
75-12-16283 Rev. 0	***Field Orders/Partial Delivery Receipt Reports*** Provides a record of paid Field Orders for materials, etc., ordered by Division of Purchasing. Includes Partial Delivery Receiving Reports. Alpha file of agency forms with copy 2 of invoices attached.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

830: Accounting Services

Unique records series of Accounting Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-12-16246 Rev. 0	***File Maintenance/Data Processing Input Proof*** Provides proof and verification of all accounting entries input to Data Processing computer. Used for correction of errors and balancing of accounting records.	**Retain** for 3 years after end of quarter *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-10-26317 Rev. 2	***Grant Operating Revenue and Expenditure Report*** Provides a year-end summary record of revenue and expenditure transactions. Shows balance forward for previous year and new balance. Computer printout. Used as audit support for various grants.	**Retain** for 1 biennium beyond current *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42492 Rev. 1	***Institutional Financial Aid: Fiscal Records*** Includes documents which provide a record of disbursement and collection of institutional loans and scholarships.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
75-12-16260 Rev. 0	***Outstanding Encumbrances*** Provides a record of encumbrances by department or document number carried forward into following year. Computer printout used for audit support.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-03-41778 Rev. 0	***Payroll Check Distribution Sheets*** Alphabetical listing of payroll checks by department, including signature of person authorized to distribute checks.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

835: Payroll Services

Unique records series of Payroll Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68651 Rev. 0	***Leave Request, Human Resources, Faculty, and Professional and Classified Staff*** To request advance approval for leave without pay, or military, civil, bereavement or extended sick leave.	**Retain** for 20 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-03-41763 Rev. 1	***OFM Reports/OSHRD*** Includes monthly reports of data sent electronically to the Department of Personnel (DOP). The data sent is part of the OSHRD (OFM Statewide Human Resource Database)	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68658 Rev. 0	***Payroll Authorized Signatures List*** Indicates person(s) designated by each department to sign various payroll forms.	**Retain** for 6 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
76-12-16823 Rev. 1	***Payroll Voucher, Copy 2*** Used to accomplish adjustments to departmental payroll records.	**Retain** for 6 months after end of month *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

835: Payroll Services

Unique records series of Payroll Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-03-41780 Rev. 0	***Signature Authorizations*** Indicates person or persons designated by each department to approve employee time sheets.	**Retain** for 6 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-03-41770 Rev. 1	***State Retirement System Reports*** Monthly contributions by employer and employee to PERS, TRS and LEF. Includes additions, changes, and notices of separation. Also includes copy of WWU warrant transmittal showing amounts paid to the state. (#72107)	**Retain** for 40 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
88-03-41772 Rev. 1	***University Retirement Plan Reports*** Monthly contributions by employer and employee to the various University Retirement Plan vendors. Lists gross pay, amount, if tax deferred, and additional payments, if any.	**Retain** for 40 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
88-03-41768 Rev. 0	***W-2 and 1099R Forms*** Copy of all W-2 and 1099R forms provided annually to employees. Used to provide a reference record and to duplicate original, if necessary.	**Retain** for 5 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM

841: Contracts Administration

Unique records series of Contracts Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51137 Rev. 0	***Certificates of Insurance and Performance Bonds – Public Works Projects*** Provides a record of certificates of insurance and performance bonds required for public works contracts. Includes copy of contract.	**Retain** for 25 years after termination of contract *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
92-08-51136 Rev. 0	***Contracts and Agreements – Architects/Engineers*** Official texts of contracts and agreements for architectural/engineering services, with exception of public works contracts. Includes certificate of insurance, field order, related correspondence.	**Retain** for 25 years after termination of contract *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

841: Contracts Administration

Unique records series of Contracts Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-02-56512 Rev. 0	***Public Works Documents/Purchasing Files*** Includes some or all of the following documents: project schedule and request for advertisement submitted by Planning, Facilities & Operations Office; advertisement and proof of advertisement; Plan Centers list; addenda; bid summary/record of bid opening; bids; recommendation for award; credit checks; verification of MWBE participants; letter of award; contract; performance bond; copies of certificate of insurance; notice of Board of Trustees approval; notice to proceed; letter of return and five percent bid security returned to all bidders; Vendor Escrow Retainage Request; Escrow Agreement; Escrow Release; notice of lien ad; Department of Revenue report; change orders, and related correspondence. Used to track the project before, during, and after award to contractor. Also used for reference and guidance for future projects. Documents advertising, bidding and contract award process for public works projects in accord with state statutes and university administrative requirements.	**Retain** for 6 years after complete acceptance of project *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

845: Central Stores Supervisor

Unique records series of the Central Stores Supervisor.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-04-31645 Rev. 1	***Journal Voucher, Copy 2*** Input to Accounting Services to record account distribution of interdepartmental invoices for materials purchased by University departments and state and local government offices from Central Stores warehouse.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-04-42045 Rev. 0	***Material Safety Data Sheets (MSDS)*** Includes copy 2, Material Safety Data Sheets (MSDS) compiled and supplied by manufacturers of chemicals and general use substances stocked by Central Stores. MSDS list chemical characteristics of the materials, health hazards, methods of using, storing, and disposing of the materials, and action to be taken in an emergency situation. Also includes inventory of Central Stores stock of such materials.	**Retain** until substance removed from inventory *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50880 Rev. 0	***Purchase Documents for Central Stores Inventory*** Field Order, A17-1, departmental copy 5; Purchase Form, copy 2; packing list; copy of invoice. Provides a record of materials ordered and received for Central Stores warehouse inventory; (not available on blanket orders). Provides back-up information for payment authorization through on-line input to Accounts Payable system.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-04-31648 Rev. 1	***Year-End Inventory*** Computer printout. Provides an itemized list of Central Stores warehouse inventory stock as of end of fiscal year. Includes any related documents of inventory values.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

850: Inventory Control

Unique records series of Inventory Control.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50206 Rev. 0	***Equipment Validation Form*** Printout listing information on the equipment tag, such as description, serial number, date paid, location, and last time inventoried. Used to update and make any changes necessary to database after tagging completed.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50205 Rev. 0	***Field Order, A17-1, Copy 2*** Used for reference and as input into computer system for assignment of equipment inventory tag number and associated information. Source data for printout of Equipment Validation form.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50208 Rev. 0	***State-Wide Asset Reporting System (SARS) Quarterly Report*** Quarterly report of requested equipment listed by number and total cost within commodity code.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

855: Mail Services

Unique records series of Mail Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-08-44758 Rev. 0	***Equipment Rental & Maintenance Records*** Includes equipment rental and maintenance agreement and record of rental and maintenance paid. Provides a record of rental and maintenance contract terms for equipment rented from outside vendors.	**Retain** for 6 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
89-08-44756 Rev. 0	***Volume Reports*** Compilation of data pertaining to mail class, number of pieces, pounds, and costs. Internal reports used to analyze departmental operations, establish budget for coming year, and to determine costs of mailroom services. Includes tally sheets of daily incoming and outgoing mail used to compile volume reports.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

865: Academic Technology Computer Maintenance

Unique records series of Academic Technology Computer Maintenance.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-04-31639 Rev. 2	***Computer Maintenance Interdepartmental Invoice, Copy 3*** Used to maintain a numerical record of charges and credits to University departments for purchases, repairs, and maintenance of office machines.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-07-50873 Rev. 0	***Journal Voucher for Revenue & Expenditure Transactions*** Computer printout of revenue and expenditures uploaded to Accounting Services to recharge university departments for services, supplies and equipment.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

870: Student Business Office

Unique records series of the Student Business Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-06-42490 Rev. 0	***Federal Financial Aid: Student Files*** Individual student files containing documentation for National Direct Student Loans paid in full. Includes copy of promissory note indicating date loan paid in full, and other related records as may be necessary for the administration of regulations. Provides a record of individual student loans paid in full.	**Retain** for 6 years after loan paid in full *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
88-06-42493 Rev. 0	***Institutional Financial Aid: Student Files*** Includes student loan application, disclosure statement, remittance advice, promissory note, and related records documenting institutional loans made to students.	**Retain** for 6 years after loan paid in full *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
82-10-30520 Rev. 0	***Program Management*** Includes memoranda, program reviews and evaluations, reports, and other related documents; provides a record of administrative actions pertaining to department program management.	**Retain** for 11 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
88-06-42496 Rev. 0	***Tuition Distribution*** Documentation pertaining to paid tuition fees; includes computer printouts, registration distribution report and related back-up material. Used to prepare state distribution summary and compute amount due State Treasurer.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

880: Facilities Management: Administrative Office

Unique records series of the Facilities Management: Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-01-61703 Rev. 0	***Callback Forms*** Forms used to document facilities management staff after-hours work callback. Identifies staff person, date and time of callback, location of work, explanation of why staff person was called back to work after hours, who called them in and signature of supervisor.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-10-59940 Rev. 0	***Declaration of Possession of Valid Washington State Driver's License*** Departmental form used to assure employees have a valid Washington State Driver's License.	**Retain** for 3 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-08-40615 Rev. 0	***Departmental Administration*** Includes memoranda, guidelines, reports, surveys, and related materials documenting departmental functions and activities. Provides a record of administrative actions pertaining to the department.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
00-10-59941 Rev. 0	***Grievance Files*** Communications documenting Director's role in proceedings and resolutions involving department staff.	**Retain** for 6 years after resolution of grievance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

880: Facilities Management: Administrative Office

Unique records series of the Facilities Management: Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-08-40633 Rev. 0	***Purchase & Expenditure Records/Vehicle Cost Center*** Includes Field Order A17, office copy, copies of purchase forms and interdepartmental invoices; provides back-up data for expenditures for services, supplies and equipment for the Vehicle Cost Center.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
87-08-40624 Rev. 0	***Training Reports*** Includes HEPB classified staff training report, departmental training request and reports. Provides a record of individual employee training hours and costs, by type of activity.	**Retain** for 5 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

881: Facilities Development and Capital Budget

Unique records series of the Facilities Development and Capital Budget.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-05-17199 Rev. 1	***Building Design Development Brochure*** Provides a guide to design concepts and considerations for construction of project.	**Retain** for 6 years after project completion *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
81-11-29350 Rev. 1	***Capital Budget Requests*** Budget worksheets and projections used to establish current budget allotments. Input from office to Capital Budget Office regarding WWU capital budget requests, copies of memo/reports and related data.	**Retain** for 2 years after acquisition of funding *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
97-04-57694 Rev. 1	***Job Request Files*** May include some or all of the following: correspondence, preliminary specifications, project cost estimates, design sketches and change orders. Provides record of design work completed by Planning, Facilities and Operations for construction, renovation, alterations or repairs performed by division. Used to reference project design specifications. Series is created and maintained electronically.	**Retain** for 6 years after project completion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-02-56506 Rev. 0	***Public Works Requisitions*** Establishes capital budget requests for funds.	**Retain** for 6 years after end of project warranty period *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

882: Facilities Management: Work Control Center

Unique records series of the Facilities Management: Work Control Center.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-08-48024 Rev. 1	***Facilities Management Safety Committee Documentation*** Includes minutes of meetings, regulations and procedures. Provides a history of Safety Committee activities.	**Retain** for 7 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
91-08-48022 Rev. 0	***Radio/Phone Log*** Daily reference of all phone and radio calls received by the Work Control Center and action taken. Includes date and time of call, name and phone number of caller, problem or request and action taken.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-08-48029 Rev. 0	***Time and Attendance Records, Departmental Copies*** Includes copy 2 of Daily Usage/Earned report and copy 3 of leave requests. Provides departmental record of time worked and leave taken by classified staff.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-08-48021 Rev. 0	***Utility Shutdown Form, Copy 1*** Provides a record of utilities shutdown; includes location, duration of shutdown, personnel informed and times turned on again.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

883: Facilities Management: Motor Pool

Unique records series of the Facilities Management: Motor Pool.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-06-42416 Rev. 0	***Gasoline Credit Card User Authorizations*** Includes memoranda from departmental budget authority designating assignment of gasoline credit card to employee and list of employees who picked up credit card, with signature. Provides authorization to release credit card and a record of card issued.	**Retain** for 6 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42394 Rev. 0	***Purchase and Expenditure Records*** Includes departmental copies Field Order A17-1, purchase forms, interdepartmental and vendor invoices, and supporting documents. Also includes back-up data for expenditures for Motor Pool vehicle purchases, repairs, parts, and for gasoline purchased on open orders.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42411 Rev. 0	***Records of Interdepartmental Charges*** Includes departmental copy of agency form, interdepartmental distribution voucher used to recharge university departments for use and repair of Motor Pool vehicles. Also includes printout detailing budget code, name of driver and destination, and amounts charged for each use of rental vehicle. Provides a back-up for recharges to university offices.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-06-42409 Rev. 0	***Shuttle Bus Drivers' Records*** Includes log recording number of passengers, time worked, bus odometer reading, driver's signature, and office copy of WWU departmental deposit slip for cash collected and deposited from nightly shuttle bus service. Source documentation for input to University Residences detailing revenue collected. Provides a back-up record of revenue received from shuttle bus service.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

890: Parking Services

Unique records series of Parking Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-11-60277 Rev. 0	***Certified Destruction Log*** Log documenting destruction of expired parking permits. Includes permit number, name of person performing destruction, signature of two witnesses.	**Retain** for 6 years after destruction performed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51090 Rev. 1	***Coin Operated Parking Meter Records – Monthly Report*** Provides a cumulative total by month of cash collected weekly from campus parking meters and deposited directly with Fiscal Services Cashier. Includes copy 2 of WWU Departmental Deposit/Receipt. Source documents for cash deposits.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51091 Rev. 1	***Coin Operated Parking Meter Records – Year-End Report*** Provides a year-end summary of revenue from all parking meters on campus. Used in conjunction with other departmental report data to analyze departmental operations. Computer printout. Provides back-up data for annual audit.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
76-05-17119 Rev. 0	***Copies of Towing Company Contracts*** Used to reference information about vehicles impounded on campus.	**Retain** until termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

890: Parking Services

Unique records series of Parking Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-11-60273 Rev. 1	***Guest Parking Permit Requests*** Requests for guest parking permits phoned, faxed, given in-person, or e-mailed by faculty or staff. Guest permits are prepared from information taken from the requestor and distributed when person picks up permit. (Parking staff check request to make sure the guest is not an employee or student and that the guest is not being paid for their time on campus.) Guests are charged for parking on campus. Authorizes billing departments for charges.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51109 Rev. 1	***Parking and Transportation Advisory Committee Records*** Includes meeting minutes, reports, correspondence and related materials. Documents actions taken and recommendations made by the Committee.	**Retain** for 6 years after end of fiscal year *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
92-08-51083 Rev. 1	***Parking Fine Collection Notices*** Includes copies of collection notices sent to registered owners of vehicles with accrued unpaid fines. Provides a record of owner notification in accord with Parking Regulations.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
92-08-51084 Rev. 1	***Parking Fine Collection Reports*** Computer printouts listing name, student number, vehicle number and amount of fine owing for collection referrals sent by Student Accounts Office. Includes printout showing which fines have been paid; printout provides updated information.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

890: Parking Services

Unique records series of Parking Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-11-58906 Rev. 1	***Parking Permit Applications, Service Vendors*** Request for short-term parking by vendors, delivery persons, contractors, etc.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-11-58905 Rev. 1	***Parking Permit Applications/Registrations Students*** Copy 1 of Application for Parking completed by student. Includes student name, number, vehicle license number and description, address. Application attached to Parking Permit Registration Card with vehicle license and description.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51078 Rev. 2	***Parking Permit Applications/Registrations, WWU Faculty & Staff*** Copy 1 of Application for Parking/Registration form. May include supplemental application form to meet job-related need and Ridesharing Certification. Includes signed list of permit recipients.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51094 Rev. 1	***Parking Refund Records*** Refund documentation entered to on-line system and printed by Parking Office. Includes support documents as to reason for refund. Provides a detailed record of refunds to employees and students.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51082 Rev. 1	***Parking Violation Citations*** Copy 1 of Parking Violation Citation, showing license #, state, year, make and lot location, time and date of violation, officer issuing citation. Includes those paid, voided, changed to warnings, or uncollectible.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

890: Parking Services

Unique records series of Parking Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-11-58909 Rev. 1	***Permit Re-Issue Request Form*** Form signed by person requesting permit be re-issued. States that original permit has been lost, stolen, destroyed, or otherwise not available, and that permit will be turned in to Parking Office if found.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51079 Rev. 0	***Physically Disabled Parking Requests and Certification*** A record of persons granted special parking consideration on campus based on a physicians certification of physical disability.	**Retain** for 6 years after condition no longer exists *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51098 Rev. 0	***Radio Transmittal Log*** Documents daily radio transmissions between the Parking Services Office and Parking Checkers.	**Retain** for 3 months after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51088 Rev. 0	***Records of Parking Appeals Board*** Individual case files. Includes copy of parking citation, copy 1 of Request for Hearing form completed by appellant, including statement made by individual, related correspondence, and Board decision.	**Retain** for 6 years after appeal resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

890: Parking Services

Unique records series of Parking Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-11-60275 Rev. 0	***Requests for Special Notification Boards*** Request includes name, date and time requested, license plate number, lot number, details about the need for special board and whether the University Police was contacted. Documents request for special board for occasions when a vehicle is disabled or a meter malfunctions, ensuring motorist will not receive a ticket.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-08-51086 Rev. 1	***Revoked Parking Privilege Records*** Documentation and correspondence related to the revocation of parking privileges of drivers who excessively violate the University Parking Regulations (habitual offenders) or who have been found to be in possession of a forged or reported stolen permit.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-11-60274 Rev. 0	***Short-Term Permit Log*** Log maintained listing guest permits picked up at Visitor's Center and Parking Office. Includes date, permit#, lot #, name, date and time permit valid. There is no charge for short-term permits; used mainly for volunteers, guests, school vehicles, state vehicles, and reassignments. Used to track guest and other short-term parking permit requests.	**Retain** for 2 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
01-11-60276 Rev. 0	***Special Event Requests*** Includes name, date, time, and location of event, sponsoring department, contact, number of vehicles, lot preference, lot attendant if required. Includes budget code if sponsoring department billed for charges. (Signs or lot attendants are an additional charge.) Used to record arrangements for special events parking and billing information.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

890: Parking Services

Unique records series of Parking Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-08-51087 Rev. 0	***Vehicle Impound Reports and Release Authorizations*** Copy 1 of report documenting each impounded vehicle, signed by tow-truck driver. Contains vehicle description and condition, location, date and time, and reason for impound. Contains signature of vehicle owner and Parking Office authorization to tow.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-08-51081 Rev. 0	***Waiting List and Lot Transfer Requests*** Record of persons who have requested placement on a waiting list for a particular lot assignment when that lot is currently full. Used to fill space as it becomes available in a particular lot.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

895: Print and Copy Services

Unique records series of Print and Copy Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-10-30417 Rev. 2	***Copy Machine Activity Report*** Includes small copier volume used by university departments on and off campus. Includes coin operated copiers and coin vending/copy card copiers on campus. Used to maintain a monthly record of machine revenue/expense to analyze departmental operations and to determine user rates for Publishing Services-Copy Services fiscal year-end reporting.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-09-57098 Rev. 1	***Declaration of Possession of Valid Washington State Driver's License*** Departmental form used to assure staff and student employees have a valid Washington State Driver's License.	**Retain** for 3 years after updated (fiscal year) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-09-57089 Rev. 0	***Fast Mailing List*** Database containing name and address of persons receiving the official University newsletter, FAST. Stored on magnetic media.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-09-57077 Rev. 1	***Meter Readings*** Shows monthly auditron/meter readings for photocopies made by departments on and off campus for machines owned by Copier Support Services. Used to report readings to machine vendors and to compute charges to university offices. Filed by month; listed by serial number/location.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

897: Copyright Services

Unique records series of Copyright Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-09-57084 Rev. 1	***Course Pack Records*** Includes Class Manual Request Form, delivery receipts, pricing information, record of number of pages of copyright material, royalty fees, copyright permission requests and responses from the publishers. Filed by course number and by quarter. Provides back-up for all Class Manual information.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-09-57096 Rev. 1	***Department Copyright Permission Requests*** Material used to intiate and track department copyright permission requests. Includes copyright request form, permission request, and response from publisher. Used to charge departments for royalty charges.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

900: Public Safety Director Administrative Office

Unique records series of the Public Safety Director Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-05-35404 Rev. 0	***Animal Impound Reports*** Includes signed release form transferring responsibility to Bellingham Animal Control Officer for all animals impounded on campus; provides a record of transfer and disposition for impounded animals.	**Retain** for 1 year after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-05-35403 Rev. 0	***Building Violation and Maintenance Reports*** Used for notification of violations involving campus facilities and vehicles; back-up for statistical purposes.	**Retain** for 3 months after end of month *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-05-35397 Rev. 0	***Security and Privacy Act Agency Listing*** Provides a record of certified criminal justice agencies to whom classified information can be released.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-05-35388 Rev. 0	***Summary of Complaints Log*** Includes computer-generated report summarizing data by each event title; source documentation is input from event cards and arrest data. Used for departmental activity analysis and in staffing allocations. Summary information is included in monthly activity report.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-05-35394 Rev. 0	***Training Records – Quarterly Report*** Includes type of training, date, name of participant, and related information. Provides a record of attendance at schools and workshops required for commissioned police officer certification. Computer printout.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

900: Public Safety Director Administrative Office

Unique records series of the Public Safety Director Administrative Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-05-35395 Rev. 0	***Training Records – Year-End Report*** Cumulative report listing type of training, participating officers, dates and related information. Provides a record of training requirements completed during year for all commissioned police officers.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68536 Rev. 0	***Administrative Review*** Records relating to administrative reviews conducted in response to specific events to determine staff compliance with policy or procedure. Includes, but is not limited to: • Compliance reports; • Summaries of review findings. *Note: RCW 34.05.494 requires agencies to retain an agency record of any documents that were considered or prepared by the presiding officer for the proceeding or review.*	**Retain** for 5 years after completion of review *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68537 Rev. 0	***Alarm Call Response*** Reports documenting officer response to alarms and/or the outcome of the agency response.	**Retain** for 30 days after date of event *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68538 Rev. 0	***All Radio Transmissions*** Recordings of radio transmissions between law enforcement and dispatch staff regarding requests for resources, status changes, and/or incident-related activity	**Retain** for 90 days after conclusion of dispatch action *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68539 Rev. 0	***Annual Crime Report Documentation*** All reports, backup documentation, and program related records compiled to meet Clery Act requirements. Includes timely warnings and the annual safety and fire report required by the Clery Act (20 USC 1092(f)).	**Retain** for 7 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68540 Rev. 0	***Career Criminals*** Records relating to repeat offenders who have been identified as career criminals. Excludes records which are part of a case file.	**Retain** until no longer needed *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
14-09-68541 Rev. 0	***Case Assignment Control*** Logs documenting the assignment of criminal cases to detectives.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68542 Rev. 0	***Case Files – All Other Cases*** Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Records covered by Case Files – Notorious/Historically Significant Cases (DAN 14-09-68545); • Criminal history record information.	**Retain** for 5 years after concluison of investigation and exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68543 Rev. 0	***Case Files – Homicides (Solved)*** Case reports and files assembled by law enforcement staff in the course of investigating homicides that have been solved.	**Retain** for 20 years after conclusion of investigation and exhaustion of appeals process *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68544 Rev. 0	***Case Files – Juvenile Offenders*** Case reports and files assembled by law enforcement staff pertaining to offenses allegedly committed by juveniles. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Records covered by Case Files – Notorious/Historically Significant Cases (DAN 14-09-68545); • Criminal history record information.	**Retain** until juvenile attains 23 years of age or notification of destruction eligibility is received from the juvenile court, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68545 Rev. 0	***Case Files – Notorious/Historically Significant Cases*** Case reports and files assembled by law enforcement in the course of investigating cases which have gained contemporary public notoriety or significance. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latend Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Juvenile offenses and sex/sexually violent offenses; • Criminal history record information. *Note: For guidance on how to identify notorious or historically significant cases, please refer to Washington State Archives' published advice sheet "Notorious/Historically Significant Case Files and Inmate Custody Records".*	**Retain** until no longer needed *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68546 Rev. 0	***Case Files – Sex Offenders and Sexually Violent Offenses*** Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in Chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in Chapter 9A.44 RCW. Includes, but is not limited to: • Bond and bail information; • Latent print evidence (Latent Print Cards, photographic negatives, digital or photographic images, etc.). Excludes: • Records covered by Case Files – Notorious/Historically Significant Cases (DAN 14-09-68545); • Criminal history record information. *Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).*	**Retain** for 5 years after conclusion of investigation and exhaustion of appeals process *then* **Transfer** to Washington Association of Sheriffs and Police Chiefs for permanent retention**.**	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68547 Rev. 0	***Case Logs*** Logs documenting case tracking information within the agency.	**Retain** until all inclusive case files have been destroyed/transferred *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68548 Rev. 0	***Citations/Notices of Infraction – Issued to Officer*** Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010. Includes, but is not limited to: • Voided citations/tickets; • Receipts for books and/or devices issued.	**Retain** for 3 years after date of issuance or completion of state auditor's report, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68549 Rev. 0	***Citations/Notices of Infraction Issued – All Others*** Records relating to criminal or non-criminal citations issued to alleged violators in accordance with RCW 46.64.010(4). Includes, but is not limited to: • Originals and/or duplicates of issued citations; • Documentation of disposition of the charge when applicable. Excludes: • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Citations/Notices of Infraction Issued – Driving Under the Influence.	**Retain** for 3 years after date of issuance or completion of state auditor's report, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68550 Rev. 0	***Citations/Notices of Infraction Issued – Driving Under the Influence*** Records relating to citations issued to alleged violators for driving while under the influence of intoxicating liquor or drugs as identified in RCW 46.61.502. Excludes: • Citations/Notices of Infraction generated using Washington State Patrol's Statewide Electronic Collission and Ticket Online Records (SECTOR) transmitted to Washington State Patrol; • Citations/Notices of Infraction covered by Citations/Notices of Infraction Issued – All Others (DAN 14-09-68549). *Note: RCW 46.61.502 allows individuals who have had four or more prior offenses within 10 years to be charged with a gross misdemeanor, necessitating a minimum 10 year retention period.*	**Retain** for 10 years after date of issuance *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68551 Rev. 0	***Collision Reports*** Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted to Washington State patrol in accordance with RCW 46.52.030.	**Retain** until submitted to Washington State Patrol *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68552 Rev. 0	***Confidential Informants*** Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.	**Retain** until termination of confidential informant status *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68553 Rev. 0	***Court Disposition Information*** Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68554 Rev. 0	***Court Orders/Warrants/Writs – Acted Upon*** Records relating to the tracking and delivery of official documents requiring a process to be served by the agency, including action taken on orders, warrants and writs not originally filed with the agency. Includes, but is not limited to: • Domestic violence information sheets; • Service slips and logs (including face sheets and day tickets); • Returns of service; • Documentation that order, warrant or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Background Check System (NICS). Excludes summonses that become part of a case file.	**Retain** for 6 years after last entry or action *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68555 Rev. 0	***Court Orders/Warrants/Writs – Not Acted Upon*** Orders issued by a court and filed with the law enforcement agency where teh agency has taken no subsequent action. Includes, but is not limited to: • Anti-harassment, no contact, protection, restrictive area, SODA/SOAP orders; • Documentation that order, warrant or writ information was reported or forwarded to an outside agency or organization such as the National Instant Criminal Backgroudn Check System (NICS). Excludes orders served on the agency	**Retain** until expired, vacated, terminated, or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68556 Rev. 0	***Crime Analysis Files*** Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity.	**Retain** for 1 year after completion of analysis *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68557 Rev. 0	***Crime Prevention Programs*** Records relating to the management of crime prevention programs. Includes, but is not limited to: • Crime Stoppers; • Block watch; • Business watch; • House watch. Excludes records covered by Ride-Along Program (DAN 14-09-68598).	**Retain** for 1 year after superseded or obsolete *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68558 Rev. 0	***Criminal History Audit Reports*** Final reports of Washington State Patrol audit findings. *Note: Criminal history audit reports are retained by Washington State Patrol in accordance with DAN 77-09-19945 in the Washington State Patrol records retention schedule.*	**Retain** for 6 years after completion of Washington State Patrol audit *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68559 Rev. 0	***Criminal History Audit Trail Files*** Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.	**Retain** for 1 year after completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68560 Rev. 0	***Criminal History Record Information – Felonies and Gross Misdemeanors*** Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with a felony and/or gross misdemeanor. Includes, but is not limited to: • Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.50. • Identifiable descriptions; • Notations of arrests and charges; • • Mug shots.	**Retain** until transmitted to Washington State Patrol and no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68561 Rev. 0	***Criminal History Record Information – Misdemeanors (with Fingerprints)*** Criminal history record information (as defined by RCW 10.97.030(1)) on individuals who are charged with a misdemeanor where fingerprints have been recorded and must be transmitted to Washington State Patrol in accordance with RCW 10.98.050. Includes, but is not limited to: • Identifiable descriptions; • Notations of arrests, charges and dispositions; • Mug shots.	**Retain** until transmitted to Washington State Patrol and no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68562 Rev. 0	***Criminal History Record Information – Misdemeanors (without Fingerprints)*** Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with misdemeanors. Includes, but is not limited to: • Identifiable descriptions; • Notations of arrests, charges, and dispositions; • Mug shots.	**Retain** until offender attains 99 years of age or deceased, whichever occurs soonest *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
14-09-68563 Rev. 0	***Criminal History Record Information – Non-Conviction Data*** Criminal history record information (as defined by RCW 10.97.030(1)) that consists entirely of non-conviction data (as defined by RCW 10.97.030) for which the subject of the criminal history information has requested deletion of the non-conviction data, and deletion has been granted in accordance with RCW 10.97.060. Excludes: • Criminal history records covered by Criminal History Record Information – Misdemeanors (with Fingerprints) (DAN14-09-68561); • Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN 14-09-68562); • Criminal History Record Information – Felonies and Gross Misdemeanors (DAN 14-09-68561)	**Retain** until deletion request from subject is granted or subject deceased *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68564 Rev. 0	***Criminal History Validations – A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) Validations*** Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050.	**Retain** for 3 years after date of validation or completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68565 Rev. 0	***Daily Bulletins*** Bulletins created on a daily basis to disseminate pertinent information to officers.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68566 Rev. 0	***Dangerous Individuals and Premises*** Information relating to specific individuals or premises that present unique hazards to law enforcement personnel, or where needed to expedite law enforcement response. Includes, but is not limited to, information documenting: • Individuals known to have unique medical needs; • Address-specific hazards to law enforcement; • Address-specific security systems; • Individuals known to present risk to law enforcement personnel.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68567 Rev. 0	***Dockets/Process Logs*** Logs, dockets, or lists of civil and criminal processes received by the agency.	**Retain** for 3 years after date of entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68568 Rev. 0	***Evidence Audits*** Records relating to evidence room audits conducted by the law enforcement agency's own staff to determine compliance with applicable policies, procedures and requirements for the management of evidence. Includes, but is not limited to: • Correspondence relating to evidence audits; • Notes, logs or other documentation created by the auditor relating to the inspection/audit; • Audit reports/results/findings.	**Retain** for 4 years after completion of auditor's report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68569 Rev. 0	***Evidence/Property In Custody – Management*** Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. Does not include the actual evidence which should be managed in accordance with applicable federal, state or local law, court order and/or agency policy. Includes, but is not limited to: • Evidence/property in/out logs; • Documentation relating to disposition (destruction, return to owner, return to jurisdictional agency, etc.). Excludes seized property covered by: • Executions Against Personal Property (DAN 14-09-68570); • Property Seizure/Disposition (DAN 14-09-68594).	**Retain** for 6 years after disposition of property and 1 year after disposition of pertinent case file(s) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68570 Rev. 0	***Executions Against Personal Property*** Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with Chapter 6.17 RCW.	**Retain** for 6 years after date of seizure or stay *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68571 Rev. 0	***Expungement/Sealing/Vacation of Records*** Records relating to requests and orders for the expungement, sealing or vacation of criminal information or records in accordance with WAC 446-16-025.	**Retain** until current approved retention period for the records being expunged/sealed/vacated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68572 Rev. 0	***Field Interrogation Reports*** Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention.	**Retain** for 1 year after date of report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68573 Rev. 0	***Fingerprint Analysis*** Requests for fingerprint analysis received from external law enforcement agencies for the purpose of identifying an individual and that do not relate to criminal or other investigations undertaken by the agency. Includes latent prints from crime scenes, arrestee or inmate prints, and ten prints or other prints received for identification purposes, correspondence and reports. Excludes: • Public fingerprint requests covered by Fingerprint Requests (Public) (DAN 14-09-68574).	**Retain** for 3 years after request fulfilled or until returned to requesting agency *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68574 Rev. 0	***Fingerprint Requests (Public)*** Records, including logs, relating to requests submitted by individuals to obtain their own fingerprints for reasons unrelated to criminal or other investigations of the law enforcement agency. For example, the requestor may be requesting fingerprints to provide for a potential employer prior to hiring, or to obtain a specific occupational license from a regulatory agency.	**Retain** for 3 years after request fulfilled *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68575 Rev. 0	***Impound Logs*** Logs documenting impounds reported to the agency by registered tow truck operators.	**Retain** for 3 years after date of entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68576 Rev. 0	***Impounds/Abandoned Vehicles*** Records relating to vehicles impounded by the agency. Includes, but is not limited to: • Impound/abatement records; • Tow-away notices; • Requests for information; • Notices to owner(s) and/or lien holder(s); • Affidavits; • Transfers of ownership; • Bills of sale.	**Retain** for 3 years after disposition of vehicle or complete of state auditor's report whichever is soonest *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68577 Rev. 0	***Intelligence Files*** Criminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity. Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68578 Rev. 0	***Intercepted Communications/Conversations – Not Recorded*** Records relating to unfulfilled authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.	**Retain** until expiration of authorization *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68579 Rev. 0	***Intercepted Communications/Conversations – Recorded*** Records relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with RCW 9.73.040. Includes, but is not limited to: • Authorization(s); • Recordings.	**Retain** until disposition of pertinent case file *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68580 Rev. 0	***Investigational Conversation Transcriptions*** Transcriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	**Retain** until disposition of pertinent case file *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68581 Rev. 0	***Investigative Funds*** Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to: • Expense vouchers; • Receipt books for funds spent; • Ledgers; • Receipts for purchases.	**Retain** for 10 years after date of last expenditure *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68582 Rev. 1	***Juvenile Sealed Records*** Records relating to the sealing of juvenile offense records in accordance with RCW 13.50.260. Includes, but is not limited to, notifications and authorizations received from courts.	**Retain** until juvenile attains 23 years of age or court-ordered expungement, whichever is sooner *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
14-09-68583 Rev. 0	***Major Accident Response and Reconstruction (MARR)*** Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation. Includes, but is not limited to: • Accident scene drawings and measurements; • Crash data logs.	**Retain** for 50 years after conclusion of investigation *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68584 Rev. 0	***Major Incident Review*** Reviews relating to events identified as major or significant incidents by the agency for the purposes of improving future responses and to identify training or safety issues for incorporation into training procedure.	**Retain** for 6 years after date of incident *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
14-09-68585 Rev. 0	***National Crime Information Center (NCIC) Inquiry Logs*** Logs documenting all NCIC/III inquiries performed by the agency.	**Retain** until completion of Washington State Patrol audit *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68586 Rev. 0	***National Incident-Based Reporting (NIBR)*** Reports prepared on a monthly basis documenting NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports.	**Retain** until date of report *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68587 Rev. 0	***Non-Emergency Reports*** Reports of non-emergency crimes or incidents received by law enforcement agencies. Does not include calls or reports received by designated public safety answering points. Includes, but is not limited to: • Reports of non-emergency incidents received via phone or web-form; • Master recordings of non-emergency calls received. Excludes: • 911 conversation recordings; • Computer-Aided Dispatch (CAD) – Incident Files • Incident reports.	**Retain** for 90 days after report received or conclusion of dispatch action *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68588 Rev. 0	***Off-Duty Authorizations and Commissions*** Records relating to authorizations for individuals to perform law enforcement functions. Includes, but is not limited to: • Extensions of authority; • Special police commissions.	**Retain** for 6 years after termination of authorization or commission *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68589 Rev. 0	***Organized Crime*** Records relating to the investigation of organized crime. Includes, but is not limited to: • Criminal Activity Profiles (CAPs); • Incidental documents; • Name/individual subject records.	**Retain** for 3 years after conclusion of investigation *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68590 Rev. 0	***Police Daily Activity Logs*** Log of all crimes reported to the university police. Required by the Clery Act 20 USC 1092(f)(4).	**Retain** for 7 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68591 Rev. 0	***Polygraph Tests*** Records relating to polygraph examinations administered as part of a criminal case investigation. Includes, but is not limited to: • Uninterpreted polygraph results; • Interpretive reports. Excludes polygraph tests administered for personnel or human resources purposes covered by the *State Government General Records Retention Schedule (SGGRRS)*.	**Retain** until disposition of pertinent case file *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68592 Rev. 0	***Property Forfeited*** Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505. Includes, but is not limited to: • Documentation of auction and/or proceeds realized from disposition; • Property retained for agency use; • Forfeiture hearing tapes. Excludes records relating to property retained for law enforcement use in accordance with Chapters 63.32, 63.40, and 63.42 RCW. *Note: RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.*	**Retain** for 7 years after date of forfeiture *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68593 Rev. 0	***Property Registration*** Records relating to personal property registered with the agency for recovery if lost or stolen.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68594 Rev. 0	***Property Seizure/Disposition*** Records relating to the seizure or disposition of non-agency property to satisfy a court judgment or order. Includes, but is not limited to: • Auction reports; • Bills, certificates, and notices of sale; • Copies of deeds.	**Retain** for 6 years after disposition of property *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68595 Rev. 0	***Radio Logs*** Logs documenting incoming and/or outgoing emergency radio communications.	**Retain** for 60 days after date of entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68596 Rev. 0	***Recordings from Mobile Units – Incident Identified*** Recordings created by mobile units which have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.	**Retain** until matter resolved and until exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68597 Rev. 0	***Recordings from Mobile Units – Incident Not Identified*** Recordings created by mobile units that have not captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.	**Retain** for 90 days after date of recording *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68598 Rev. 0	***Ride-Along Program*** Records relating to public participation in agency Ride-Along programs.	**Retain** for 3 years after date of ride-along *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68599 Rev. 0	***Roll Call Files*** Records relating to officer attendance at agency meetings, briefings, inspections, and other agency activities and events.	**Retain** for 1 year after date of event *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68600 Rev. 0	***Special Weapons and Tactics (SWAT)*** Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units. Excludes SWAT records that are part of a case file.	**Retain** for 2 years after completion of mission/operation *then* **Transfer** to Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
14-09-68601 Rev. 0	***Strip/Body Cavity Searches*** Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150. Includes, but is not limited to: • Authorizations and warrants; • Statements of results/reports.	**Retain** for 6 years after date of search *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68602 Rev. 0	***Suspension/Trespass/Expulsion Notices*** Records relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location. Includes, but is not limited to: • Transit suspensions; • Trespass notices; • Expulsion notices.	**Retain** for 1 year after cancelled or expired and exhaustion of appeals process *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
14-09-68603 Rev. 0	***Suspicious Matter Testing*** Records relating to the testing of suspicious matter or substances, such as green vegetable matter, for identification purposes. Includes, but is not limited to: • Test requisitions; • Testing and analysis notes, data and reports (Findings of Fact report, leaf marijuana test notes, etc.). Excludes: • Suspicious matter testing logs covered by Suspicious Matter Testing – Logs (DAN 14-09-68604); • Testing reports and other testing records that are part of a case file.	**Retain** until disposition of pertinent case file *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

902: University Police

Unique records series of the University Police.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-09-68604 Rev. 0	***Suspicious Matter Testing – Logs*** Logs used to track requisitions received by the law enforcement agency for the testing of suspicious matter. Excludes suspicious matter test records covered by Suspicious Matter Testing (DAN 14-09-68603).	**Retain** for 3 years after date of last entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68605 Rev. 0	***Vehicle Histories*** Records relating to information compiled on vehicle types and/or models involved in criminal activities.	**Retain** until no longer needed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68606 Rev. 0	***Weapons (Agency-Issued)*** Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel. Includes, but is not limited to: • Records of issuance, gift, and loss; • Records of inspection, maintenance, and certification.	**Retain** for 3 years after disposal of weapon *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

903: Public Safety, Lockshop

Unique records series of Public Safety, Lockshop.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-05-35377 Rev. 0	***Key Cards*** Includes information pertaining to bitting (height and number of cuts on key and door lock functions) and building and room number cross reference for all keys and locks on campus.	**Retain** until updated *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

904: Sustainable Transportation Office

Unique records series of the Sustainable Transportation Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-08-61822 Rev. 0	***Student Bus Pass Loss Report/Replacement Authorization*** Form signed by students requesting a replacement for a lost bus pass. Includes student name, student number, date, signature, and statement that the student will not attempt to use original pass if found.	**Retain** for 6 years after end of academic year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

910: Human Resources

Unique records series of Human Resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-07-42582 Rev. 0	***Bargaining Unit Relations*** Correspondence and memoranda documenting interaction between Human Resources Office and bargaining unit representatives.	**Retain** for 40 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-07-42583 Rev. 0	***Copies of Labor Contracts*** Office copies of signed contracts providing a record of agreements between employee bargaining units and the University.	**Retain** for 40 years after termination of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-07-42577 Rev. 0	***Grievance Records*** Individual case files. Includes initial complaint and support materials, correspondence. Documents the nature of the complaint and its resolution.	**Retain** for 40 years after resolution of grievance or complaint *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-07-42578 Rev. 0	***HEPB Appeals Files*** Individual case files. Includes appeals from allocations, eligibility determination and alleged violation of Higher Education Personnel Board (HEPB).	**Retain** for 40 years after appeal decision *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

910: Human Resources

Unique records series of Human Resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-07-42601 Rev. 1	***Higher Education Personnel Board (HEPB) Files*** Includes correspondence and copies of agenda, meeting minutes and reports, and related materials. Provides a record of policy and procedural directives and guidelines regarding regulations.	**Retain** for 5 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-07-42584 Rev. 1	***Higher Education Personnel Supplemental Examination Records*** Includes copies of HEP supplemental examinations for specific job openings and revisions to supplementals. Also includes original rating guide developed by Human Resources. Provides a record of supplemental examinations administered by office in compliance with HEP regulations.	**Retain** for 10 years after superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
14-09-68649 Rev. 0	***Leave Request, Human Resources, Faculty, and Professional and Classified Staff*** To request advance approval for leave without pay, or military, civil, bereavement or extended sick leave.	**Retain** for 50 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51953 Rev. 0	***Personnel Employed Less Than Two Years – Retirement Code E*** Computer printout providing a monthly report of personnel employed less than two years; used to identify eligible employees who will be able to participate in the URP upon completion of two years' employment with the University.	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

910: Human Resources

Unique records series of Human Resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-07-42579 Rev. 0	***Petition for Certification or Decertification As Exclusive Representative for A Collective Bargaining Unit*** To request certification or decertification as an exclusive representative for a collective bargaining unit.	**Retain** for 40 years after unit dissolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-05-33291 Rev. 1	***Public Employees Retirement System (PERS) Leave Report*** Provides record of classified staff who have taken leave without pay during the month.	**Retain** for 1 year after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-02-60343 Rev. 0	***Quarterly Faculty Eligibility Reports*** Includes Summer Quarter Exclusion Reports, PWPDEDU (deductions excluded for summer) Reports, Part-time Faculty Summer/Fall Verification Lists; Quarterly Part-time Faculty Eligibility Reports. Tracks part-time faculty for all quarters including benefits over the summer; deductions excluded for the summer; summer jobs excluded from Max C insurance and HCW charges.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
76-02-16691 Rev. 1	***Seniority Listing by Class*** List of employees by classification. Shows social security number, name, department, employment date, leave without pay, adjustment date, appointment date, appointment length and percentage. Used to determine employee seniority status for reduction in force (RIF) procedure.	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

910: Human Resources

Unique records series of Human Resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-01-51963 Rev. 1	***Staff Development and Training Program – Workshop Case Files*** Includes some or all of the following: correspondence, evaluations, list of attendees, expense sheet, instructor information, copies of Form W-9, invoice voucher and purchase requisition for payment to guest speaker, and copies of materials used in preparation of publication for workshop.	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51961 Rev. 0	***Staff Development Funding Program – Applicant Case Files*** Includes application requesting funding for proposed activity, description of training project and related information and correspondence; also includes attendee reports summarizing and evaluating training activity.	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-07-42568 Rev. 3	***Temporary Employees Personnel Records*** Includes Personnel Action form and employment-related documents for the following temporary employees: Faculty/Exempt/Classified/Graduate Assistants/One-Time Pays. Includes also pertinent payroll information relating to pay status and salary.	**Retain** for 6 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-07-42581 Rev. 0	***Unfair Labor Practice Against Employee Organization(s)*** To record unfair labor practice against employee organization(s).	**Retain** for 40 years after charge resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

910: Human Resources

Unique records series of Human Resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-07-42580 Rev. 0	***Unfair Labor Practice Charge Against Employer*** To record unfair labor practice against an employer.	**Retain** for 40 years after charge resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention") other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as "Archival". Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) "Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda."

OPR (Official Public Records

Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) "Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any

agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; … and all other documents or records determined by the records committee… to be official public records."

Public Records

RCW 40.14.010 – Definition and classification of public records.

"… The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business…"

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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