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## **This schedule applies to: Washington State University**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of Washington State University relating to the unique functions of the University. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, 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 Washington State University are revoked. Washington State 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 June 29, 2016.

*Signature on File*

For the State Auditor:  
Cindy Evans

*Signature on File*

For the Attorney General:  
Isaac Williamson

-

For the Office of Financial Management:  
Shane Hamlin

*Signature on File*

The State Archivist:  
Steve Excell

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 29, 2016	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,  
please contact the Washington State University's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. WSU GENERAL SCHEDULE SERIES

WSU 01: Administrative, Executive Level Records (Dean and Above)			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-03-59624 Rev. 0	<b>Accreditation Records</b> Documents the accreditation process (arrangements, self-study and site visit) and includes detail and final accreditation report.	<b>Retain</b> for 10 years after next accreditation <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
04-06-60693 Rev. 1	<b>Executive Ethics Board of Investigation Reports, University Copy</b> University copies of Executive Ethics Board (EEB) reports of allegations of ethics violations as a result of complaints filed with the EEB under chapter 42.52 RCW.	<b>Retain</b> for 3 years after date of report <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 02: Administrative, General Office Operations**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68981 Rev. 0	<p><b><i>Award Files</i></b> Provides record of application and related materials for national, regional, and statewide awards processed by the University. Includes, but is not limited to: awards processed by the Office of the Provost and Executive Vice President (e.g., Faculty Excellence, Carnegie (CASE) Professor of the year, Burlington Northern, Bryn Mawr Awards); awards processed by WSU Extension.</p>	<p><b>Retain</b> for 2 years after award <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM</p>

**WSU 03: Accounting/Fiscal Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-11-23905 Rev. 2	<b><i>\$50 Advance Payments Listings</i></b> List \$50 advance payments from new students. Reports generated on daily and monthly basis.	<b>Retain</b> until replaced <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
85-01-34887 Rev. 1	<b><i>Audit Reports</i></b> Reports on financial status of Compton Union Building (CUB) and the Associated Students of Washington State University. (Audits are conducted by WSU Auxiliary Services and external auditors.)	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63464 Rev. 0	<b><i>Authorizations for Direct Deposit of Funds</i></b> Original authorization and/or change request authorizing the University to deposit funds into an individual's bank account. Includes the Authorization for Direct Deposit of Excess Financial Aid Funds (WSU 1437) and the Travel / Accounts Payable Reimbursement Direct Deposit Authorization (WSU 1433).	<b>Retain</b> for 6 years after last activity or until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63471 Rev. 0	<b><i>Budget Statement</i></b> Used to communicate financial status of University accounts.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63473 Rev. 0	<b><i>Cash Advance Request (WSU 1060)</i></b> Used to document a cash advance for work on grants or contracts.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 03: Accounting/Fiscal Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68987 Rev. 0	<p><b>Code Book</b> Provides a listing of all University account coding. (Retained in computer-generated microfiche.) <i>Note: Replaces DAN 83-MF-31933.</i></p>	<p><b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
75-02-09214 Rev. 2	<p><b>Consolidated Endowment Fund Quarterly Financial Reports</b> Report financial condition of consolidated endowment fund.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
86-12-38992 Rev. 4	<p><b>Contractual Delegation File</b> Copies of the letters of delegation of the Board of Regents' contractual authority to WSU employees. Used by auditors, vendors, lawyers, and the general public.</p>	<p><b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47854 Rev. 1	<p><b>Donation and Fundraising Development Files</b> Provides a record of donation and fundraising development activities. May include donor and/or potential donor names and contact information, records of donation activity, refunds of donations, and other information regarding donors and potential donors.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

**WSU 03: Accounting/Fiscal Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-08-61556 Rev. 1	<b>Emergency and Short-Term Loans to Students</b> Provides a record of emergency loans made to students. Includes promissory notes, copies of deposits, payment records. Includes records for McEachern Fund, Robinson Fund, and other short-term and emergency loan funds.	<b>Retain</b> for 6 years after final payment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63483 Rev. 0	<b>Expenditure Transfer Request (WSU 1048)</b> Used by budget administrator and principal investigator to transfer identifiable direct charges between funding sources.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-03-59039 Rev. 1	<b>Financial Aid System Files</b> Provides a record of all student financial aid information, including awards (e.g., Pell grants) and information used in determining and tracking financial aid grants, e.g., work study, housing, income. Includes the Financial Aid Forms Needs Analysis (FAFNAR) database. Files are accessed and maintained as Administrative Information System (AIS) databases.	<b>Retain</b> for 4 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-05-31923 Rev. 0	<b>Investment Working Files</b> Provides a record of investment transactions.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**WSU 03: Accounting/Fiscal Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-10-07042 Rev. 2	<b>Letter of Credit Files</b> Provides a record of authorization and support to draw funds (letters of credit). May include instructions for drawing funds, requests for funds submitted, worksheets summarizing transactions, and quarterly reports.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63501 Rev. 0	<b>Petty Cash Records Documentation</b> Records activity of revolving interest accounts used to make miscellaneous or emergency purchases.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63509 Rev. 0	<b>Request to Serve Food at Meetings and Training Sessions</b> Authorizes the use of University monies for the purchase of meals, coffee, and light refreshments at meetings and formal training sessions that are official University business.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63513 Rev. 1	<b>Risk Assessment Documentation</b> Provides a record of identification, review, and management of risks that potentially affect area assets and resources. This documentation includes checklists from departments and supporting spreadsheets, calculations, and/or documentation. These records provide the data for the checklists submitted to Business Services--General Accounting/Revenue.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63517 Rev. 0	<b>Special Course Fee Request (WSU 1224)</b> Used to request establishment of special course fees to pay for goods and services not provided by state appropriated funds or general student fees.	<b>Retain</b> for 2 years after fee termination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 04: Information Service Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63649 Rev. 0	<p><b>Server Logs</b></p> <p>Provides a record of server functions. May include, but is not limited to: system processes, access logs, process tracking, error messages, logs related to any special server functions or roles.</p>	<p><b>Retain</b> for 1 month after date of daily record <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
11-12-63516 Rev. 0	<p><b>Software Inventory and Registration File</b></p> <p>Provides a record of computer software programs with version, manufacturer, and purchase order information updated as needed, and software license registration cards for proof of purchase.</p>	<p><b>Retain</b> until software disposed of <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63535 Rev. 0	<b>Annual Review of Faculty</b> Evaluation of job performance.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63537 Rev. 0	<b>Appointing Authority for Faculty, Administrative Professional, and Classified Employees</b> Letters of delegation to employees who are authorized to sign employment forms.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63538 Rev. 0	<b>Course Evaluation Summaries</b> Completion of appraisals and comments from individual course/instructor evaluations.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63540 Rev. 0	<b>Course/Instructor Evaluations</b> A record of individual student or participant evaluations of content and presentation of a course.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63541 Rev. 0	<b>Daily Activity Reports, Time Clock Cards, and Alternative Time/Piece Records</b> Used by positive pay employees to record hours of work or completed pieces. An individual record may be either a Daily Activity Report, a time clock card, or a Human Resource Services approved alternative time/piece record.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63544 Rev. 0	<b>Departure Notice</b> Notifies the Radiation Safety Office and/or Environmental Health and Safety Office of an impending departure of a user of hazardous and/or radioactive chemicals or materials.	<b>Retain</b> for 2 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61642 Rev. 1	<b>Employee Background Clearance Checks</b> Provides a record of background clearance checks for full-time and temporary employees. May include criminal history checks, disclosure statements, and background inquiry results.	<b>Retain</b> for 3 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63550 Rev. 0	<b>Employment Record Request (WSU 1238)</b> To request leave and benefits records from former state employers.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63553 Rev. 0	<b>Expense Assignment Action (WSU 1260)</b> Used for temporary changes in account assignment of personnel charges.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63557 Rev. 0	<b>Graduate Faculty Appointment Files</b> Provides a record of department appointments of faculty members to graduate faculty assignments. Files may include ballots, vita, and Admittance to Graduate Faculty forms.	<b>Retain</b> for 1 year after graduate faculty assignment ends <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63559 Rev. 0	<b>HIPAA Security Agreement</b> Provides a record of client confidentiality and security agreement signed by health care personnel, e.g., clinic personnel.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
02-09-60402 Rev. 1	<b>Medical Insurance Policies</b> Copies of medical insurance policies for student/graduate student assistant and other.	<b>Retain</b> for 6 years after policy expiration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63566 Rev. 0	<b>Nonservice Pay Authorization (WSU 1314)</b> Authorizes pay to WSU Fellows, trainees, interns, or other nonservice positions.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63569 Rev. 0	<b>Payroll Deduction Forms</b> Used to authorize deductions from payroll.	<b>Retain</b> for 6 years after last authorized deduction <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63570 Rev. 0	<b>Payroll Expenditure Audit Report</b> Department personnel download of payroll expenses indicating status of payroll records that will generate the next payroll. Allows department correction and Payroll follow up.	<b>Retain</b> for 4 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63572 Rev. 0	<p><b>Personnel Action (WSU 1097)</b></p> <p>Used to authorize personnel transactions and communicate employment status of appointed employees to Human Resource Services.</p>	<p><b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
07-08-61648 Rev. 1	<p><b>Personnel Complaints, Exonerated, Represented Employees (Bargaining Units 1, 2, and 11)</b></p> <p>Personnel complaints filed against or by represented state employees in Bargaining Units 1, 2, and 11 in which the complaint proved to be unsubstantiated.</p> <p>NOTE: This record series establishes the retention period for such records in accordance with the contracts between WSU and Bargaining Units 1, 2, and 11. (This records series does not include complaints related to discrimination or harassment. Records of complaints of this nature are retained by the Office for Equal Opportunity (OEO).)</p> <p>Refer to Personnel Complaints, Exonerated, Represented Employees [state DAN #GS 03043] for records related to exonerated personnel complaints against or by represented WSU employees other than those in Bargaining Units 1, 2, and 11.</p>	<p><b>Retain</b> until final determination <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63576 Rev. 0	<p><b>Personnel Complaints Supporting Documents</b></p> <p>Backup information and documents used to prepare personnel complaint reports filed against or by state employees.</p> <p>(NOTE: If the complaint is unsubstantiated, follow the retention period in the following records series: Personnel Complaints, Exonerated, Non-Represented Employees [state DAN #GS 03005], Personnel Complaints, Exonerated, Represented Employees (Bargaining Units 1, 2, and 11) [DAN #07-08-61648], or Personnel Complaints, Exonerated, Represented Employees [state DAN #GS 03043] (for represented WSU employees other than those in Bargaining Units 1, 2, and 11).)</p>	<p><b>Retain</b> for 2 years after final determination <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63577 Rev. 0	<p><b>Personnel Record Folders</b></p> <p>Documentation related to an employee’s University employment history, including: application, resume, Biographical Date Sheets, position held, assignment(s), Personnel Action Forms, attendance, leave, telecommuting agreements, employee profiles, management development and performance plan, memoranda and correspondence, professional leave documentation, and other documents relating to the personnel history of a University employee.</p> <p>NOTE: At the end of the retention period, the following items are transferred to the records series titled “Personnel Record Folders – Long-Term Retention” [DAN #11-12-63578]: Appeals/hearings determinations, settlement agreements, Biographical Data Sheets, discontinuation notices – final, faculty questionnaires, presumption of resignation letters, resignation letters, resumes/vitae, retirement letters, and tenure/promotion letters.</p>	<p><b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR

### WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63578 Rev. 0	<p><b>Personnel Record Folders – Long-Term Retention</b></p> <p>Documentation related to an employee's University employment history requiring a longer retention period than that assigned to "Personnel Record Folders" [DAN #11-12-63577]. May include: Appeals/hearings determinations, settlement agreements, Biographical Data Sheets, discontinuation notices—final, faculty questionnaires, presumption of resignation letters, resignation letters, resumes/vitae, retirement letters, and tenure/promotion letters.</p>	<p><b>Retain</b> for 40 years after termination of employment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63587 Rev. 0	<p><b>Position Identifying Description Changes (WSU 1265)</b></p> <p>A record of changes in position description when that is the only action required.</p>	<p><b>Retain</b> until superseded <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63594 Rev. 0	<p><b>Request for Name Change</b></p> <p>To request a name change in University records.</p>	<p><b>Retain</b> for 1 year after data entry <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63595 Rev. 0	<p><b>Request for Positive Pay Report (WSU 1256)</b></p> <p>Used to request pay for hours or pieces missed on Unit Pay Report.</p>	<p><b>Retain</b> for 1 year after report generated <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63543 Rev. 0	<b>Temporary Employee Departmental Files</b> Documentation related to a temporary employee's departmental employment history. Files include but are not limited to: Conditions for Temporary Employment, Temporary Employment Application (for individuals who are hired), and Temporary Employee Orientation Checklist.	<b>Retain</b> for 1 year after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63602 Rev. 0	<b>Temporary Employment Application-Not Hired (WSU 1251)</b> Used by prospects to apply for temporary employment. (Candidate not hired by WSU.)	<b>Retain</b> until position filled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63603 Rev. 0	<b>Tenure/Promotion Evaluation Documents (denied candidates)</b> Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.	<b>Retain</b> for 35 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63606 Rev. 0	<b>Tenure/Promotion Evaluation Documents (successful candidates)</b> Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.	<b>Retain</b> for 6 years after award <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63609 Rev. 0	<b>Tenure/Promotion Support Documents (denied candidates)</b> May include manuscripts, artwork, slides, or other items used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.  <i>May be returned to the dean and then to the candidate at the discretion of Provost's Office.</i>	<b>Retain</b> for 6 years after denial <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 05: Payroll and Personnel Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63610 Rev. 0	<p><b><i>Tenure/Promotion Support Documents (successful candidates)</i></b>            May include manuscripts, artwork, slides, or other items used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review.  <i>Returned to the dean and then to the candidate after award.</i></p>	<p><b>Retain</b> until award  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63560 Rev. 1	<p><b><i>Time and Leave Report Files</i></b>            Used to record attendance, overtime, and/or leave activity for overtime-eligible and overtime ineligible faculty, administrative professionals, and classified employees. May include the Leave Report, Time Report, Leave Report for Excepted Classified Employees, Request for Temporary Schedule Change, and Prior Period Time Report.</p>	<p><b>Retain</b> for 6 years after termination of employment (pay-affecting actions)  <i>and</i>            5 years after termination of employment and audit (report records file for employee's entire employment career)  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**WSU 06: Property Management Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-02-41567 Rev. 1	<b><i>Certification of Accountable Property Officer</i></b> Record of certification of accountable property officers at the college level who are authorized to coordinate the college's federal excess property program.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63485 Rev. 0	<b><i>Federal Excess Property File</i></b> Provides a record of requests for federal excess property, using the temporary (for use during the course of a grant contract) or permanent transfer of federal property to WSU. Includes the Federal Excess Property Request (WSU 1303) and SF-122, Transfer Order — Excess Personal Property.	<b>Retain</b> for 6 years after item disposed of (permanent transfer) <i>or</i> 3 years after termination of contract (temporary transfer) <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63492 Rev. 1	<b><i>Inventory Control Reports (Inventory and Surplus)</i></b> Provides a record of changes in the department's equipment inventory. Includes Inventory Control Reports (WSU 1033) and Surplus Disposal Requests (SDRs).	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
90-03-45979 Rev. 2	<b><i>Property and Equipment Management File and Preventive Maintenance</i></b> Record of departmental equipment by inventory numbers, surplus stores sales and related documents. Facilities Services storeroom inventory and stock for resale, utility maps, building as built and building replacement parts.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 07: Public Affairs and Public Disclosure Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-06-58499 Rev. 3	<b><i>Assumption of Risk and Release of Liability Forms – No Accident Claim (Under 18 Years)</i></b> Provides a record of agreement signed by an individual (affiliated with WSU or visiting) under 18 years of age (with parent/guardian consent) to participate in University programs and activities at their own risk. This record series covers retention of this form when no accident claim has been made.	<b>Retain</b> for 3 years + 60 days after 18 <sup>th</sup> birthday <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58498 Rev. 3	<b><i>Assumption of Risk and Release of Liability Forms – No Accident Claim (18 Years or Over)</i></b> Provides a record of agreement by an individual (affiliated with WSU or visiting) 18 years or older to participate in University programs and activities at their own risk. This record series covers retention of this form when no accident claim has been made.	<b>Retain</b> for 3 years + 60 days after termination of activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58500 Rev. 3	<b><i>Assumption of Risk and Release of Liability Forms – With Accident Claim</i></b> Provides a record of agreement signed by an individual (affiliated with WSU or visiting) to participate in University programs and activities at their own risk. This record series covers retention of this form when an accident claim has been made.	<b>Retain</b> for 3 years + 60 days after claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-07-62063 Rev. 1	<b><i>Minor Participant Guidelines and Emergency Care Agreements</i></b> Provides as record of acknowledgment of guidelines for participation and emergency medical care agreements for minor participants (under 18 years of age) in University academic, athletic, or recreation activities or events. Includes agreements signed by participants and parent/guardians acknowledging that they have read and understood the guidelines for participation, and permissions from parent/guardians for University officials to seek emergency medical care for the participants.	<b>Retain</b> for 6 years after 18 <sup>th</sup> birthday <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**WSU 07: Public Affairs and Public Disclosure Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-07-62062 Rev. 1	<p><b><i>Participant Guidelines and Emergency Care Agreements (18 Years or Over)</i></b> Provides as record of acknowledgment of guidelines for participation and emergency medical care agreements for participants (18 years of age or over), including advisors and chaperones, in University academic, athletic, or recreation activities or events. May include agreements signed by participants acknowledging that they have read and understood the participation guidelines, and permissions for University officials to seek emergency medical care for participants.</p>	<p><b>Retain</b> 6 years after termination of participation in activity <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63650 Rev. 0	<p><b><i>Photograph/Recording Release Files</i></b> Provides a record of authorization by adult models for the University to use photographic images or audio or video recordings for University purposes, including but not limited to, advertising and promotion.</p>	<p><b>Retain</b> for 6 years after disposal of image or recording <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR
11-12-63651 Rev. 0	<p><b><i>Photograph/Recording Release Files for Minors</i></b> Provides a record of authorization by minor models (under age 18) or parents/guardians for the University to use photographic images or audio or video recordings for University purposes, including but not limited to, advertising and promotion.</p>	<p><b>Retain</b> for 6 years after disposal of image or recording <i>or</i> 6 years after minor reaches age 18, <i>whichever occurs last</i> <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR

**WSU 08: Purchasing Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63404 Rev. 0	<b>Banquet Permit Authorization</b> Requests University approval to apply for a Banquet Permit.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
03-07-60531 Rev. 1	<b>Credit Card Administration Files (Card Issued)</b> Provides program administrative documentation related to credit card issuance, account maintenance, and compliance. University credit cards include purchasing cards, fuel credit cards, and Central Travel Accounts. At a minimum, each file includes application, cardholder agreement, and photocopy of card. Depending on the age and usage of the card, file may also include roles and responsibilities forms, account maintenance requests, documentation of exceptions granted, documentation of policy violations, and correspondence with the cardholder, card reconciler, and/or approving official.	<b>Retain</b> for 6 years after termination of agreement <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
03-07-60532 Rev. 1	<b>Credit Card Application (Denied or Not Issued)</b> Provides a record of a request for issuance of a University credit card (used to purchase items from outside vendors) when the card was denied or not issued. University credit cards include purchasing cards, fuel credit cards, and Central Travel Accounts.	<b>Retain</b> until denial <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63410 Rev. 0	<b>Departmental Requisition (WSU 1011)</b> Request from departments to WSU Purchasing for purchases outside the institution.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 08: Purchasing Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63412 Rev. 0	<b>Discretionary (17A) Account Exception Justifications</b> Provides a record of approved exceptions to University guidelines for discretionary (17A) accounts.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63413 Rev. 0	<b>Expenditure Authority Delegation (WSU 1198)</b> A form that delegates authority for approving various documents that obligate departmental funds.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63415 Rev. 1	<b>Faculty Textbook Order Sheet</b> Used by faculty to identify textbook needs for each semester.	<b>Retain</b> until administrative purpose served <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63416 Rev. 0	<b>Interdepartmental Requisition and Invoice (WSU 1017)</b> Provides a record of approval for interdepartmental purchasing transactions.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63419 Rev. 0	<b>Photocopier Equipment Request (WSU 1340)</b> Form used to document copier needs to purchase copy equipment.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 08: Purchasing Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63428 Rev. 0	<p><b><i>Telecommunications Service Request</i></b> Provides a record of online request to move, change, disconnect, or add new telecommunications services, including telephone, voicemail, and Ethernet.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**WSU 09: Research and Sponsored Projects Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63429 Rev. 0	<p><b>Cost Sharing Effort Inquiry Request (WSU 1288)</b> Provides information concerning employees who are anticipated to contribute effort toward cost-sharing obligations of sponsored projects. Used for data collection and entry into the effort certification system.</p>	<p><b>Retain</b> until data entered and verified <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-02-62201 Rev. 0	<p><b>Laboratory Notebooks (or Equivalent Records) – Patent Issued</b> Provides a record of laboratory notebooks or equivalent records, which support patents in which the University has an ownership interest.</p>	<p><b>Retain</b> for 23 years after patent issued <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63435 Rev. 0	<p><b>Research Data</b> Provides a record of compiled research data gathered during the course of a research project, regardless of whether or not funded by a grant or contract. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials. NOTE: This records series does not cover records of research that results in protectable intellectual property to which the University may have an ownership interest. (See DAN #10-02-62202, DAN #10-02-62201, and DAN #10-02-62200.)</p>	<p><b>Retain</b> for 3 years after project completion <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 09: Research and Sponsored Projects Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-02-62202 Rev. 0	<p><b>Research Data-Potential Protectable Intellectual Property (Patent Application Denied)</b></p> <p>Provides a record of compiled research data gathered during the course of a research project that may result in protectable intellectual property to which the University may have an ownership interest, regardless of whether or not the project is funded by a grant or contract, and for which the patent application was denied. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials.</p> <p>NOTE: If a patent application is reviewed again prior to the end of the retention period and a patent is then issued, retention of the research data moves to "Research Data—Protectable Intellectual Property (Patent Issued)" [DAN #10-02-62200] and retention of the laboratory notebooks (or equivalent records) is moved to "Laboratory Notebooks—Patent Issued" [DAN #10-02-62201].</p>	<p><b>Retain</b> for 6 years after patent application denied <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-02-62200 Rev. 0	<p><b>Research Data-Protectable Intellectual Property (Patent Issued)</b></p> <p>Provides a records of compiled research data gathered during the course of a research project that results in protectable intellectual property to which the University may have an ownership interest, regardless of whether or not the project is funded by a grant or contract. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials.</p> <p>NOTE: If a patent is issued, retention of the laboratory notebooks (or equivalent records) is moved to the records series titled "Laboratory Notebooks—Patent Issued" [DAN #10-02-62201].</p>	<p><b>Retain</b> for 6 years after patent issued <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63438 Rev. 0	<p><b>Sponsored Project Allocation Notice</b></p> <p>Informs investigators and departments of object allocations and other accounting information regarding grants and contracts.</p>	<p><b>Retain</b> until receipt of notice <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 09: Research and Sponsored Projects Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63439 Rev. 0	<p><b><i>Unfunded Proposal File</i></b> Provides a record of research proposals sent to sponsors and currently unfunded.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63617 Rev. 0	<b>Accident Prevention Program</b> Intended to reduce work hazards, promote well-being of personnel, and lower industrial accidents.	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59786 Rev. 1	<b>Air Operating Permit Reports and Associated Data</b> Provides a record of monthly, semi-annual, and annual reports and associated data for air emission sources, as required by the Washington Department of Ecology (DOE). (WAC 173-401 and RCW 70.94) Length of retention for this records series is in accordance with WAC 173-401-615(2)(c).	<b>Retain</b> for 5 years after date of report or date of measurement <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-08-59215 Rev. 1	<b>Animal Medical and Laboratory Records Files</b> Provides a record of requested testing, treatment, and Washington Animal Disease Diagnostic Laboratory (WADDL) reports of sick, injured, or deceased animals. Includes Veterinary Medical Service Request, treatment sheets, clinical pathology reports, laboratory test results, WADDL laboratory worksheets, necropsy (post-mortem) information, bacteriology examinations, and fecal tests conducted by WADDL. NOTE: Does not include WADDL's daily log book.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59867 Rev. 0	<b>Bloodborne Pathogen Program Records</b> Provides a record of bloodborne pathogen safety training. (29CFR1910.1030(h)(2)(ii))	<b>Retain</b> for 3 years after date of training <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63619 Rev. 0	<b>Chemical Spill Management Records</b> Documents chemical spill management activity. Includes information about type and amounts of chemicals spilled, any applicable reporting to authorities, any illnesses or injuries as a result of the spill, respondent training, access to medical surveillance, and preventative measures taken. Records are maintained by the area performing the spill control.	<b>Retain</b> for 30 years after activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
11-12-63620 Rev. 0	<b>Chemical Substance Report (WSU 1280)</b> Provides a record of recycled or disposed of hazardous chemical wastes.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62325 Rev. 1	<b>Compost and Solid Waste Handling Facility Permits</b> Permits issued by the Whitman County Department of Health to maintain compost and solid waste handling facilities (WAC 173-350-220, WAC 173-350-710(2)(b)).	<b>Retain</b> for 3 years after permit termination date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59225 Rev. 1	<b>Controlled Substance Card</b> Provides a record of type, size of container, amounts and dates distributed. One card is maintained for each bottle of controlled substance held at the registered location. Card information is periodically copied into the Controlled Substance Logbook [DAN #99-08-59224].	<b>Retain</b> for 2 years after bottle emptied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59224 Rev. 1	<p><b>Controlled Substance Logbook</b></p> <p>Provides a record of addition and distribution of controlled substances. Includes what controlled substance is used for, who it was signed out to, running inventory, and a copy of the file card information kept on each bottle of drug on hand.</p>	<p><b>Retain</b> for 2 years after end of fiscal year in which book completed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-08-59219 Rev. 1	<p><b>Controlled Substance Purchase and Tracking Records</b></p> <p>Provides a record of the purchase and tracking of controlled substances used in animal care and research. Includes records of: controlled substance purchases for reporting the purchases to the Drug Enforcement Administration (DEA); annual inventory of controlled substances on hand in all Office of the Campus Veterinarian facilities; sales and distribution of controlled substances from the Office of the Campus Veterinarian or external vendors to WSU animal care facilities (including type, strength, and volume of controlled substance, who delivered and who received).</p>	<p><b>Retain</b> for 2 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62319 Rev. 0	<p><b>Drinking Water System Plan</b></p> <p>Provides a record of strategic and comprehensive plans for the administration, reorganization, and/or operation of WSU-controlled systems.</p> <p>(Length of retention in accordance with WAC 246-290-100(10). Applicable system criteria specified in WAC 246-290-100(2).)</p>	<p><b>Retain</b> for 6 years after superseded or system no longer meets WAC criteria</p> <p><i>then</i></p> <p><b>Transfer</b> to Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OFM

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59222 Rev. 1	<b>Drug Enforcement Administration (DEA) Report</b> Provides a record of the retention and disposition of drugs used in animal care and testing.	<b>Retain</b> for 2 years after report submitted <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63622 Rev. 0	<b>Fall Protection Work Plan</b> Documents actions taken to prevent falls. Required of persons when working ten or more feet above the ground, water surface or the level below.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59834 Rev. 1	<b>First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) Training Records</b> Provides a record of first aid, and CPR/AED training including class rosters and training exam results. This series includes a tracking database.	<b>Retain</b> for 5 years after date of training <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59783 Rev. 1	<b>Food Service Establishment Inspection Reports</b> Provides a record of EH&S or local area health department inspections of WSU food service facilities for cleanliness and safety. (WAC 246-215) (Also see Food Service Establishment Permits, DAN #00-07-59784.)	<b>Retain</b> for 6 years after date of inspection <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59784 Rev. 1	<b>Food Service Establishment Permits</b> Authorizes WSU to operate food service establishments. Permits are issued by the Whitman County or local area health department and are valid for one year. (WAC 246-215) (Also see Food Service Establishment Inspection Reports, DAN #00-07-59783.)	<b>Retain</b> for 3 years after termination of permit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62316 Rev. 1	<b>Food Worker Authorizations</b> Electronic database, which provides University copy of authorizations from the Whitman County Health Department to University food service employees to handle food. The Whitman County Health Department issues a food worker card to each authorized employee in Whitman County. (WAC 246-217, WAC 170-295-3170)	<b>Retain</b> for 5 years after date of issue <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63633 Rev. 0	<b>Full-Size Van Driver Statements (WSU 1426, 1427)</b> Provides a record of driver and manager/supervisor acknowledgment of risks, responsibilities, and recommended safe driving practices for operating passenger vans. Includes the Full-Size Van Driver Safe Driving Practices Acknowledgment Statement and the Full-Size Van Driver Valid License to Drive and Driving Experience Statement.	<b>Retain</b> for 3 years after termination of WSU affiliation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63634 Rev. 0	<b>Full-Size Van Driver Statements--Van Drivers Who Drive Minors (WSU 1426, 1427)</b> Provides a record of driver and manager/supervisor acknowledgment of risks, responsibilities, and recommended safe driving practices for operating passenger vans for van drivers who drive minors (individuals under 18 years of age). Includes the Full-Size Van Driver Safe Driving Practices Acknowledgment Statement and the Full-Size Van Driver Valid License to Drive and Driving Experience Statement.	<b>Retain</b> for 21 years after termination of WSU affiliation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63624 Rev. 0	<b>Hazard Communication Program</b> Provides a record of department written hazard communication programs and lists of hazardous chemicals present in the workplace. Program is updated as needed to reflect current chemical use.	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63625 Rev. 0	<b>Hazard Notification (WSU 1247)</b> Reports of safety hazards or unsafe practices.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63627 Rev. 0	<b>Hazardous Materials Shipping Papers</b> Provides a record of the shipment of dangerous goods, which are not waste materials. Includes date of acceptance by the initial carrier or date on the shipment waybill, airbill, or bill of lading, shipping name, identification number, quantity transported, and date of shipment. May include Dangerous Goods Declarations. Records retention is in accordance with 49CFR172.201(e).	<b>Retain</b> for 2 years after date of shipment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63628 Rev. 0	<b>Incident Report (WSU 1131)</b> Used to report injury, illness, or workplace incident involving WSU personnel or third parties (e.g., student, off-duty employee, visitor, volunteer).	<b>Retain</b> for 6 years after claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
11-12-63631 Rev. 0	<b>Industrial Accident Witness Statement</b> Used by a witness to provide a written account of an accident involving WSU personnel.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62323 Rev. 0	<p><b>Medical Surveillance Files</b></p> <p>Provides a record of the physical condition of certain University employees over time; provides health benchmarks and data regarding possible exposures.</p>	<p><b>Retain</b> for 70 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OPR</p>
00-07-59787 Rev. 1	<p><b>Notice of Construction Permits for New Air Emission Sources</b></p> <p>Provides a record of permits required by Washington DOE in order to obtain an Air Operating Permit for construction and operation of new air emission sources. Requirement to retain records in this series is in accordance with WAC 173-400-110. Cutoff is in accordance with valid period of the permit, as per the Air Quality Notice of Construction (NOC) Permit section of the DOE and Washington State Governor’s Office of Regulatory Assistance <i>Environmental Permit Handbook</i>.</p>	<p><b>Retain</b> for 5 years after life of facility <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
16-06-68983 Rev. 0	<p><b>Nuclear Reactor Facility Records</b></p> <p>Provides records of the operation, maintenance, and monitoring of WSU's nuclear reactor facility. Primary documentation includes records of radiation surveys, radiation exposures, and radioactive releases, and nuclear facility drawings. (Secondary copy documentation includes reactor operations logs, maintenance logs, abnormal occurrence logs, radioactive material transfers, and irradiation records.)</p> <p>NOTE: This records series does not include reactor fuel records (see DAN #89-02-43760).</p>	<p><b>Retain</b> for 10 years after facility ceases in operation <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68984 Rev. 0	<p><b>Radiation Safety Records</b></p> <p>Provides various records regarding the University departmental use of radioactive materials and machines. Includes records of use applications, authorizations, and assignments; radioactivity exposure hazard acknowledgments, history, and monitoring; incidents and accidents; air, water, and solid waste documentation; equipment registrations and maintenance; and shipment and delivery records.</p>	<p><b>Retain</b> for 30 years after termination of WSU radioactive materials license <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62360 Rev. 0	<p><b>Registered Pesticide Application Records</b></p> <p>Provides a record of the application of registered pesticides for registered uses by all licensed University applicators and all University personnel applying pesticides to more than one acre of agricultural land in a calendar year. Includes Washington State Department of Agriculture (WSDA) recordkeeping forms or departmentally-designed recordkeeping forms and WSDA approval letters.</p> <p>Length of retention is in accordance with WAC 16-228-1320(3).</p>	<p><b>Retain</b> for 7 years after date of application <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62324 Rev. 0	<p><b>Respirator Program Records</b></p> <p>Provides a record of authorization for respirator use based on any employee medical conditions requiring prior physician approval, workplace/hazard exposure info., respirator selection, fit-testing, and training for respirator use. Incl. Respirator Authorization/Respirator Fit-Testing and Training Record and copies of written responses by physician/licensed health care practitioners to L&amp;I medical questionnaires. (WAC 296-802, WAC 296-842)</p>	<p><b>Retain</b> for 30 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63636 Rev. 1	<p><b>Safety and Fire Inspection Checklist</b></p> <p>Used to conduct self-inspection of department/work area.</p> <p>Note: Any problems found are reported to the applicable supervisors and Environmental Health and Safety (EH&amp;S) using Self-Inspection Worksheet or Hazard Notification forms.</p>	<p><b>Retain</b> until superseded <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
11-12-63638 Rev. 0	<p><b>Safety Meeting Report (WSU 1248)</b></p> <p>Used to document safety committee or foreman-crew meetings.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
11-12-63640 Rev. 0	<p><b>Safety Orientation Checklist (WSU 1249)</b></p> <p>Documents review of safety procedures.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
11-12-63641 Rev. 0	<p><b>Self-Inspection Worksheet</b></p> <p>Documents findings and corrective actions resulting from self-inspection of the work area.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59776 Rev. 1	<p><b>State and Higher Education Hazardous Waste Contracts</b></p> <p>Provides a record of contracts for hazardous waste disposal and/or treatment. This series includes contracts between WSU and environmental disposal companies for hazardous waste disposal; between the state of Washington and ETSC, Inc. (not an acronym), a hazardous waste disposal facility, for reactive waste treatment for state higher education facilities; and between the state of Washington and hazardous waste disposal companies or vendors for hazardous waste treatment for state facilities. (Retention period length requested per liability as discussed in 40CFR35.6015, 40CFR35.6705, 42USC103.9603 and 42USC103.9607.)</p>	<p><b>Retain</b> for 50 years after termination of contract <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59794 Rev. 2	<p><b>Stormwater Permit Files</b></p> <p>Department of Ecology monitoring data and permits to discharge stormwater associated with construction site and municipal activities. Includes Construction Stormwater Permits and Eastern Washington Phase II Municipal Stormwater Permits.</p> <p>Requirement to retain records is in accordance with DOE rules, WAC Chapter 173-226, and length of records retention as specified in WAC 173-226-090(2)(c).</p>	<p><b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63643 Rev. 0	<p><b>Supervisor's Accident Investigation Report (WSU 1246)</b></p> <p>Records accident investigation by supervisor.</p>	<p><b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 10: Safety Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59795 Rev. 1	<p><b><i>Swimming Pool Permits</i></b></p> <p>Allows the University to operate a swimming pool with a Whitman County Health Department permit. Permits are issued by the Whitman County Health Department and are valid for one year and annual renewal is required for as long as the pool is operated. Requirement to retain records is per Washington Department of Health (DOH) rules in WAC 246-260-101(3)(a). Length of retention is requested to match DOH requirements for retaining swimming pool monitoring data and records in WAC 246-260-121(3)(a).</p>	<p><b>Retain</b> for 3 years after termination of permit <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**WSU 11: Security Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63615 Rev. 0	<b>Key Assignment Record (WSU 1210)</b> Provides a record of all keys assigned to an individual.	<b>Retain</b> for 1 year after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63616 Rev. 0	<b>Key Roster</b> Provides a record of all key holders assigned a specific key.	<b>Retain</b> for 1 year after key removed from service <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58845 Rev. 2	<p><b>Academic Catalog and Class Schedule</b></p> <p>Provides a record of classes offered by the University for the specified time period. Includes a record of the schedules of classes at each WSU campus, listed by term. Published online, class information grouped by subject, and includes locations, times, instructor names, number of credits per class, and enrollment limit.</p>	<p><b>Retain</b> for 50 years after end of academic year or summer session <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
07-12-61638 Rev. 3	<p><b>Academic Counseling Files</b></p> <p>Files containing client intake sheets, notes from advising center counselors, assessment results, student reinstatement requests, records of advisor assignment, certification of major, enrollment status, and supporting documentation for reinstatement requests, as applicable.</p>	<p><b>Retain</b> for 4 years after end of academic year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
98-06-58518 Rev. 3	<p><b>Activity/Club/Trip Records</b></p> <p>Provides a record of activity, club, and/or trip participant names, permanent addresses, phone numbers, and emergency contact information for classes, trips, sport clubs, intramural sports, and athletic summer camps. May include rosters, process and proceedings, and coach and/or chaperone assignments.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63441 Rev. 1	<b>Class Examinations, Papers, Assignments, Agreements, Correspondence</b> Provides a record of student examination, papers, projects, and other assignments completed by students in fulfillment of course or degree requirements. Includes, but is not limited to, agreements or contracts between students and professors for design and implementation of special projects, independent study, and/or research; hardcopy materials not retrieved by the students after they are graded; electronically-stored student materials retained by the instructor or department; class materials, online discussions and e-mail, generated by or maintained in the electronic learning management system.	<b>Retain</b> for 1 year after end of term <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58469 Rev. 1	<b>College and University Residence Questionnaire (Undergraduate Students)</b> Provides a record of students' requests and processing for state of Washington residency for purposes of obtaining in-state tuition.	<b>Retain</b> 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-10-51358 Rev. 1	<b>Complaint File</b> Provides a record of all student-related complaints initiated by students, parents, faculty, public, etc., and directed to the campus office of student affairs or subsidiary. Includes the content of the complaint, referrals, and any resolution.	<b>Retain</b> for 3 years after complaint resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63442 Rev. 0	<b>Course History Files</b> Provides a record of the content of approved academic courses. May include course descriptions, sample examinations, textbook lists, bibliographies, syllabi, class presentation material, etc.	<b>Retain</b> until course discontinued <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63443 Rev. 0	<b>Curriculum Development File</b> Committee minutes, annual reports, faculty development reports, major and minor course changes, and related information.	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
98-10-58849 Rev. 0	<b>Daily Eligibility Reports</b> Provides a record of daily eligibility status for each current student-athlete. Used to inform various offices and individuals of the participation status of each student athlete.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-09-55849 Rev. 2	<b>Disabled Student Folders</b> A record of confidential test results which document disabilities requiring accommodation. Includes: letters/test results from physicians and other health providers, accommodation forms, recommendation memos for students by campus disability support services or campus student affairs, counseling notes, file face sheet of personal information.	<b>Retain</b> for 4 years after student leaves WSU <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-09-62112 Rev. 1	<b>Election Records-Associated Students of Washington State University</b> Provides a record of election processes and results of voting by WSU students for student government officers.	<b>Retain</b> for 5 years after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-07-60395 Rev. 1	<p><b>Electronic Prospective Student Data (Enrollment Management Action System (EMAS))</b></p> <p>Database provides a record of prospective student data for recruitment purposes. Data is purged at end of retention period.</p> <p>Secondary copies of this series include records of interaction with community colleges for purposes of recruitment; departmental lists of applications showing fields of interest, scholarships, and awards; and background information obtained from non-WSU sources for import into the EMAS database.</p>	<p><b>Retain</b> for 20 years after end of semester <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59805 Rev. 0	<p><b>Emergency Notification</b></p> <p>Provides a record of notification to professors by memorandum when students will be missing class due to an emergency situation.</p>	<p><b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59837 Rev. 2	<p><b>Employee Tuition Waiver Files</b></p> <p>Provides a record of authorization for WSU employees, state employees, and senior citizens to take WSU classes during fall, spring, and summer semesters without paying tuition. Includes Tuition Fee Waiver Request (WSU 1082) and Summer Educational Benefit Request (WSU 1365) forms.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-10-51357 Rev. 2	<p><b>Enrollment and Status Changes</b></p> <p>Provides a record of changes to enrollment and status information. Primary copies include documentation of University enrollment or withdrawal, documentation of payment of petition fees, and support for cancellations of enrollment without refund.</p> <p>Reference copies include records of student requests for class registration, course drop or add, and exceptions to the academic calendar based on extenuating circumstances, student petitions for course requirement waivers or substitutions; student permissions to provide student information to third parties; and permissions to audit courses.</p> <p><i>Note: This series does not include VA and GI Bill enrollment and enrollment certification (retained by the campus registrar/admissions offices under Veterans' Records [DAN #96-02-56464]).</i></p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-09-51051 Rev. 1	<p><b>Fee Waiver File</b></p> <p>Provides a record of allocated tuition fee waivers for undergraduates. Includes applications, approved allocations, statistical reports, and copies of Temporary Employment Applications.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63444 Rev. 1	<p><b>Grade Files</b></p> <p>Provides a record of student's class performance for the purposes of evaluation and calculation of transcript grades. Includes, but is not limited to, grade books, instructor's grade data, electronic and paper records of midterm and final grades, changes submitted after grade books are completed, e.g., incomplete grades, supplemental grade changes, college petitions to change already-posted grades, course challenge forms, special exam forms, associated memoranda, instructor's grade data generated by or maintained in an electronic learning management system. Reference copy information includes authorizations from students to release grades to specified individuals.</p>	<p><b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68982 Rev. 0	<p><b>Health Client Files</b></p> <p>Provides a record of University health care practitioner consultation and treatment of clients 18 years or older. University health care practitioners include, but are not limited to, physicians, mental health counselors, Psychology Clinic therapists, certified athletic trainers, personal trainers, speech/language pathologists, and audiologists. Records may include, but are not limited to, informed consent forms; appointment and/or training schedules; test results; interview, consultation, and/or examination notes and assessments; treatment plans and reports; records received from other health care practitioners. (Retained in accordance with <i>RCW 70.41.190</i>, <i>RCW 70.02.030</i>, and <i>WAC 246-320-205</i>.)</p>	<p><b>Retain</b> for 10 years after last activity <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
85-01-34896 Rev. 3	<p><b>Program Advisor File – Associated Students of WSU</b></p> <p>Documents the activities of student organizations.</p>	<p><b>Retain</b> for 5 years after end of academic year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58484 Rev. 3	<p><b>Registered Student Organization Files</b></p> <p>Files containing approved constitutions, past officer cards, and yearly Organization Report forms.</p>	<p><b>Retain</b> for 6 years after end of academic year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63452 Rev. 0	<p><b>Scholarships Awarded by Departments – Recipient Records</b></p> <p>Provides a record of recipients of departmentally-administered scholarship funds. May include applications, departmental scholarship authorization forms, rating forms, award notifications, etc.</p>	<p><b>Retain</b> for 6 years after award <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63451 Rev. 1	<p><b>Scholarship Program Administration Files</b></p> <p>Provides a record of a scholarship program administered by a University department. May include establishment of fund, correspondence, list of recipients, etc.</p>	<p><b>Retain</b> for 6 years after termination of program <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
79-11-23869 Rev. 2	<p><b>Scholarship Transaction Files</b></p> <p>Provides a record of transactions concerning WSU and non-WSU originating scholarship programs. May include acknowledgements of receipt of donations for specific scholarships, applications, applicant scores, selection process, recipient of each award, and authorization to transfer funds to recipient's student account.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
98-10-58846 Rev. 3	<p><b>Student Admissions and Registration Records – Enrolled</b></p> <p>Provides a record of the student's admissions information and supporting documentation. Includes: transfer credits, University application, citizenship information, transcripts from other institutions, test scores, subpoenas for student records, Affidavit/Declaration/Certification forms, Education Abroad transcript update memoranda and foreign credentials, updated transfer credit reports, changes in reported ethnic origin, correspondence, narrative responses, and promise notes.</p> <p><i>Note: Paper originals may be destroyed after scanned and verified plus 1 yr.</i></p>	<p><b>Retain</b> for 50 years after last activity <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
02-09-60404 Rev. 0	<p><b>Student and Graduate Student Assistant (GSA) Medical Insurance Enrollment Records</b></p> <p>Record of who is enrolled in student and graduate student assistant medical plans.</p>	<p><b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58862 Rev. 2	<p><b>Student Athlete Eligibility Files</b></p> <p>Provides a record of academic, eligibility, and activity information for student-athletes. Includes academic and eligibility information, documentation of student-athletes' addition or removal from participation rosters, playing and practice schedules, and other documentation as required by the Pacific 12 Conference (PAC 12), the National Collegiate Athletics Association (NCAA), sport sponsorships, and other applicable rules and regulations.</p>	<p><b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
11-12-63454 Rev. 0	<p><b>Student Data Warehouse</b></p> <p>Provides a record of demographic information about students, courses enrolled, and transcript data. Also includes enrollment statistics for each course offering.</p>	<p><b>Retain</b> for 45 years after end of academic year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
92-10-51356 Rev. 1	<p><b>Student Disciplinary Records</b></p> <p>Provides a record of student discipline cases. Includes police reports, sanctions invoked, data on others involved, final resolutions.</p>	<p><b>Retain</b> for 7 years after case resolved <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
99-03-59042 Rev. 1	<p><b>Student Financial Aid Records</b></p> <p>Documents financial aid data for individual students. Includes income and work study information, computations, letters, assignments, evaluations, and records of allocation of tuition fee waivers.</p>	<p><b>Retain</b> for 6 years after graduation or ineligibility <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63455 Rev. 0	<b>Student Folders</b> Provides a reference record of each student's progress towards a degree. May include photographs, previous transcripts, application, final performance summary, resume, and exit questionnaire.	<b>Retain</b> for 1 year after student graduates, transfers, quits <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63448 Rev. 2	<b>Student Information System (SIS) – Enrollment Data</b> Automated system (database) used to provide transaction based enrollment data including date and time stamp information on electronic adds, drops, course withdrawals, and related information.	<b>Retain</b> for 10 years after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63449 Rev. 2	<b>Student Information System (SIS) – Student Data</b> Automated system (database) used to provide demographic and summary academic information on each student, including visa type, residency status, major, class standing, grade point averages, credit totals, and academic standing.	<b>Retain</b> for 60 years after individual graduates, transfers, quits <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63458 Rev. 1	<b>Student Transcripts</b> A student's grade record towards a degree.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-02-56474 Rev. 1	<b>Veterans' Records</b> Provides a record of documents affecting a veteran's status, e.g., letters and forms from Veterans Affairs, work-study documentation.	<b>Retain</b> for 5 years after last activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**WSU 12: Student Records**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-11-56151 Rev. 2	<p><b><i>Writing Assessment Files</i></b></p> <p>Provides a record of student writing skills. Used for assessment and class placement of undergraduates into first year and upper division writing courses. Includes writing examinations and portfolios, related billing and academic data, and summary databases. Provides research data for writing studies when authorized by the student.</p>	<p><b>Retain</b> for 5 years after timed writing date or last activity <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

### WSU 13: Travel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63524 Rev. 0	<b>Campus Automobile Reservation System (CARS)</b> Automated system (database) used to schedule and reserve Motor Pool vehicles.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
16-06-68990 Rev. 0	<b>Rental Vehicle Credit Card Log</b> PC-based program tracking department credit cards. <i>Note: Replaces DAN 98-MM-58718.</i>	<b>Retain</b> for 1 year after cancellation of card <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63528 Rev. 1	<b>Student Driver Authorization (WSU 1188)</b> Used to authorize a student driver to drive a state vehicle.	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63532 Rev. 0	<b>Vehicle Release Authorization</b> Used to authorize the use of Motor Pool vehicles.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2. DEPARTMENTAL SERIES

### 0008: Elson S. Floyd College of Medicine

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-12-34784 Rev. 2	<b>Body Donation and Cadaver File – Cadavers</b> Used to monitor status of body donors and cadavers. University of Idaho (U of I) and WSU files containing body donor and cadaver records are housed in this office. Bodies from Washington and Idaho are accepted here. Cadavers are kept up to 5 years. Cadavers are leased to other learning institutions. File includes lease agreements, supporting/legal documentation, and info. about return of cadavers to University of Washington (UW) for cremation.	<b>Retain</b> for 6 years after cremation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
05-02-60802 Rev. 0	<b>Body Donation and Cadaver File – Prosected Parts</b> Used to monitor status of prosected parts from selected cadavers. With written permission, prosected parts are kept as long as the parts are needed and/or used.	<b>Retain</b> for 6 years after cremation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
75-11-16035 Rev. 2	<b>WSU, U of A, MSU, U of I (WWAMI), UW, and U of Wyoming Files</b> Documents cooperative basic medical education program of the Pacific northwestern states. <i>Note: The WWAMI Program was discontinued effective April 2015 and replaced by the Elson S. Floyd College of Medicine. The Elson S. Floyd College of Medicine is responsible for maintaining the WWAMI program files until the end of the retention period (June 30, 2020).</i>	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**0012: Carson College of Business**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-01-31118 Rev. 1	<p><b><i>Masters Papers File</i></b> Projects completed by students in partial fulfillment of master's requirement for non-thesis degrees. Includes business plans, portfolio or other documents related to the "final program requirement," but does not include papers for course work outside of the graduation requirement.</p>	<p><b>Retain</b> for 5 years after departure of student <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**0014: Murrow College of Communication**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60318 Rev. 1	<p><b>Annual Radio Employment Report</b> Provides a report of employment per radio station, as per FCC regulations. (47CFR73.2080)</p>	<p><b>Retain</b> for 5 years after end of calendar year <i>or</i> 5 years after station license is renewed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60320 Rev. 1	<p><b>Annual TV Employment Report</b> Provides a report of employment per television station, as per FCC regulations. (47CFR73.2080)</p>	<p><b>Retain</b> for 7 years after end of calendar year <i>or</i> 7 years after station license is renewed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60322 Rev. 0	<p><b>Daily Operation Report</b> Documents daily radio operations. <i>Note: Retention length due to functional use of the information by the department.</i></p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**0014: Murrow College of Communication**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60324 Rev. 0	<b>Emergency Alert System Records</b> Documents Emergency Alert System (EAS) operations and readiness, as per FCC regulations. (47CFR73.1250 and .1840)	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
75-12-16236 Rev. 0	<b>Equipment Receipts</b> Record of loaned items.	<b>Retain</b> for 1 year after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60326 Rev. 1	<b>FCC Authorization File</b> Provides a record of the radio and television stations' licenses to operate, issued by the FCC, and related documentation, as per FCC regulations. CFR states that the FCC authorizations (licenses) must be kept until stations cease operations. <i>Note: ETT radio station license lasts 5 yrs., television station license lasts 7 yrs. (47CFR73.3526)</i>	<b>Retain</b> until stations cease operations <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
02-01-60327 Rev. 1	<b>FCC Investigations or Complaints</b> Provides a record of materials on any report to the licensee concerning FCC investigations or complaints, as per FCC regulations. (47CFR73.3526)	<b>Retain</b> for 1 year after investigation complete and written notification sent by FCC to station director <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**0014: Murrow College of Communication**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60328 Rev. 1	<b>Political Files</b> Provides a record of all requests for broadcast time made by or on behalf of candidates for public office. Also records disposition of such requests, including scheduling and rates charged, as per FCC regulations. (47CFR73.1943, RCW 42.17.110)	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60329 Rev. 0	<b>Public Broadcasting Manual</b> Manual of FCC rules and regulations covering the operation of public broadcasting radio and television stations. (47CFR73.3526)	<b>Retain</b> until superseded <i>or</i> Until stations cease operations <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60330 Rev. 1	<b>Radio Issues/Program List</b> Documents the radio station's treatment of community issues, as per FCC regulations. Includes promotional and program data, as well as tape recordings of programs for broadcast. (47CFR73.3526)	<b>Retain</b> for 5 years after end of calendar year <i>or</i> 5 years after station license renewed <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**0014: Murrow College of Communication**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60331 Rev. 0	<b>Radio Local Public Notice Announcements</b> Provides proof of pre- and post-filing notices for public notice announcements of the station's intent to file for operating license. Announcements to be aired over local and cable television, as per FCC regulations. (47CFR73.3526 and .3580)	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60332 Rev. 0	<b>Radio News Data</b> Provides a record of historically important radio news documents.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
84-10-34650 Rev. 2	<b>TV and Radio Program and Engineering Logs</b> Documents operating parameters of television and radio stations, as per FCC regulations. (47CFR73.1840)	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**0014: Murrow College of Communication**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-10-34651 Rev. 2	<p><b>TV Issues/Program List</b></p> <p>Documents TV station's treatment of community issues, as per FCC regs. (47CFR73.3526) Includes promotional and program data, and tape recordings of programs for broadcast.</p>	<p><b>Retain</b> for 7 years after end of calendar year <i>or</i> 7 years after station license renewed <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
02-01-60333 Rev. 0	<p><b>TV Local Public Notice Announcements</b></p> <p>Provides proof of pre- and post-filing notices for public notice announcements of the station's intent to file for operating license. Announcements to be aired over local and cable television, as per FCC regulations. (47CFR73.3526 and .3580)</p>	<p><b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
02-01-60334 Rev. 1	<p><b>TV Must-Carry Requests</b></p> <p>Provides a record of requests by noncommercial television station for local cable TV providers to "must carry" the station as part of their offered services, as per FCC regulations. Request period is three years (47CFR73.3525 and .3527; 47CFR76.64 and .1608)</p>	<p><b>Retain</b> until request period completed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**0015: College of Pharmacy**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-11-53331 Rev. 0	<p><b><i>Continuing Education Post Test/Evaluations</i></b> Provides a record of certification of completion of continuing education credits by pharmacists as required by the American Council of Pharmacy Education.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**0016: Graduate School**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-07-61218 Rev. 0	<p><b><i>Waiver of Tuition for Graduate School</i></b> Provides authorization for graduate students to take WSU classes without paying tuition.</p>	<p><b>Retain</b> for 6 years after end of academic year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**0017: International Programs**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-08-62294 Rev. 1	<p><b>Foreign Faculty Files</b></p> <p>Provides a record of foreign faculty (typically those with J-1, H-1B, or TN immigration status) compliance with U.S. Citizenship and Immigration Services (USCIS) requirements. May include copies of the following documents: Form DS-2019 Certificate of Eligibility for Exchange Visitor Status (J nonimmigrant), I-797 Notice of Action, Employment Authorization Document, Form I-94 Arrival-Departure Record, financial and employment documentation related to applicable immigration status, separation/departure/termination record, and other documents as requested or required.</p>	<p><b>Retain</b> for 6 years after last activity <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
10-08-62295 Rev. 1	<p><b>Foreign Student Files</b></p> <p>Provides a record of foreign student (typically those with J-1 and F-1 immigration status) in compliance with USCIS requirements and related requirements. May include copies of the following documents: Form DS-2019 Certificate of Eligibility for Exchange Visitor Status, Form I-20 Certificate of Eligibility for Nonimmigrant Student Status (F nonimmigrant), Form I-94 Arrival/Departure Record, financial and employment documentation related to applicable immigration status, separation/departure/termination record, and other documents as requested or required.</p>	<p><b>Retain</b> for 6 years after last activity <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**0020: Vice President for Finance and Administration**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-09-52936 Rev. 0	<p><b><i>External/Professional Organizations</i></b> Provides a record of associations with external organizations.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM</p>

**0021: Facilities Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-05-61517 Rev. 0	<p><b><i>Backflow Incidents and Cross-Connection Control Annual Reports</i></b> Provides a record of drinking water system backflow incidents and annual cross-connection program summary reports. (Length of retention is in accordance with WAC 246-290-490(8)(a)(iii))</p>	<p><b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-05-61518 Rev. 0	<p><b><i>Cross-Connection Control Inventory Information</i></b> Provides a record of inventory information on approved air gaps installed in lieu of approved public water supply assemblies, approved backflow assemblies, approved atmospheric vacuum breakers (AVBs) used for irrigation system applications, and associated information in accordance with WAC 246-290-490. (Length of retention is in accordance with WAC 246-290-490(8)(a)(ii))</p>	<p><b>Retain</b> for 5 years after end of fiscal year <i>or</i> Until end of life of approved backflow preventer (whichever is shorter) <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-05-61519 Rev. 0	<p><b><i>Daily Source Meter Readings</i></b> Provides a record of daily water source meter readings for WSU-controlled drinking water systems. (A daily source meter measures total output of a water source over the period of one day, in accordance with WAC 246-290-010.) (Length of retention is in accordance with WAC 246-290-480(1)(a))</p>	<p><b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
88-02-41566 Rev. 1	<p><b><i>Excess Federal Property Records</i></b> Documents the acquisition, utilization, and disposition of property acquired by WSU from the federal excess property program.</p>	<p><b>Retain</b> for 6 years after disposition <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**0021: Facilities Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-05-61520 Rev. 0	<p><b><i>Master List of Service Connections and/or Consumer's Premises</i></b> Provides a master list of water system service connections and/or consumer's premises where WSU relies upon approved backflow preventers to protect the public water system from contamination. Includes the assessed hazard level of each and the required backflow preventer. (Length of retention is in accordance with WAC 246-290-490(8)(a)(i).)</p>	<p><b>Retain</b> for 2 years after service connections and premises no longer pose a cross-connection hazard to WSU controlled drinking water system <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59803 Rev. 0	<p><b><i>Vehicle Request-Justification (WSU 1278)</i></b> Used to request a long-term vehicle rental from Motor Pool.</p>	<p><b>Retain</b> for 2 years after termination of rental contract <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**0035: Office of Research**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-07-61217 Rev. 1	<p><b>Research Misconduct Files</b></p> <p>Provides a record of inquiries, investigations, and actions regarding complaints of research misconduct. Includes records of inquiry and investigation and copies of all documents furnished to the Office of Research. (42CFR93.317(5)(b))</p>	<p><b>Retain</b> for 7 years after case closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**0041: WSU Extension**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61650 Rev. 0	<b>Civil Rights Documents</b> Provides a record of civil rights materials, e.g., documents related to equal employment opportunity (EEO), Americans with Disabilities Act (ADA), ethnicity efforts, compliance and notification efforts, used for audit purposes and to compile annual county reports to the state Human Rights Commission and Higher Educational Coordinating Board, and the federal Department of Agriculture.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47840 Rev. 1	<b>Federal Plan of Work</b> State and county report describing activities to be undertaken.	<b>Retain</b> for 8 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
75-10-15939 Rev. 2	<b>Federal Reports of Accomplishment</b> A summary of activities conducted by state and county offices.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
08-03-61757 Rev. 0	<b>Marketing Materials</b> Brochures, CDs, and DVDs prepared and distributed to the public to promote the services of WSU Extension in the community.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**1100: Admissions**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-09-60409 Rev. 0	<p><b>Admission Application Materials – Not Enrolled</b></p> <p>Provides a record of admission application and supporting documentation for students who do not enroll at WSU.</p> <p>Paper originals may be destroyed after scanned and verified plus 1 year.</p>	<p><b>Retain</b> for 3 years after end of semester <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
02-07-60394 Rev. 0	<p><b>Electronic Ad-Hoc Prospective Student Information Files</b></p> <p>Provides a record of student information, including test scores and prospective student data, obtained from non-WSU sources for import into Enrollment Management Action System (EMAS) database.</p> <p>Data is purged at end of retention period.</p>	<p><b>Retain</b> for 1 year after end of semester <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**1220: Alumni Association**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-01-21899 Rev. 0	<b>Alumni Board Meeting Minutes</b> Documents actions of board.	<b>Retain</b> for 20 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

**1250: Department of Anthropology**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-11-33254 Rev. 0	<b><i>Archeological Research Data</i></b> Provides a record of information collected by University archeological research teams.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-11-33255 Rev. 0	<b><i>Theses and Dissertations</i></b> Provides a record of projects prepared for completion of requirements for graduate degrees in the Department of Anthropology.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM

**1320: Athletics**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-07-58630 Rev. 0	<b>Medical Insurance Records</b> Billings and reimbursements for athletically related injuries and illnesses. Parent medical insurance information to support claims.	<b>Retain</b> for 6 years after claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
96-11-57170 Rev. 0	<b>NCAA Forms</b> Provides a record for NCAA membership and compliance purposes.	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
75-12-16352 Rev. 0	<b>Ticket Applications</b> Requests for season or single game tickets.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**1450: Budget Office**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51052 Rev. 0	<p><b><i>Permanent Budget Level Records</i></b> Provides a record of financial areas' budget levels for the coming fiscal year. Includes journal vouchers, consideration sheets.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**1470: Procedures, Records, and Forms**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-02-60803 Rev. 0	<b>Forms Users Database</b> Database used to generate number series for tracking WSU Invoice vouchers. This database includes the WSU Invoice (Receivables System) Number File.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
05-02-60804 Rev. 0	<b>Review Record</b> Database summary of policies and procedures manuals revision drafts sent for review and approval.	<b>Retain</b> for 6 years after new section or revision published <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
90-07-46431 Rev. 0	<b>Usability Testing Consent Forms</b> Forms used by subjects agreeing to participate in usability testing.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
90-07-46432 Rev. 0	<b>Usability Testing Results</b> Results of usability testing process.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**1640: Academic Outreach and Innovation – Online Degree Programs**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-04-41995 Rev. 0	<p><b>Course File</b></p> <p>Includes a course description, registrations, permanent class list, grade forms, course approval forms, calendar of class dates, and billing information to students.</p>	<p><b>Retain</b> for 5 years after superseded <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**1690: Counseling and Testing Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-03-33620 Rev. 0	<b>General/Educational Development Tests</b> Provides a record of high school equivalency test results. Includes equivalency certificates.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM

**1930: Student Financial Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-03-59041 Rev. 1	<p><b><i>Federal Student Aid Programs Applications and Reports</i></b></p> <p>Provides a record of reapproval/recertification applications and associated reports required for the University to participate in federal student financial aid programs. Includes the Fiscal Operations Report and Application to Participate (FISAP) and the Application for Approval to Participate in Federal Student Financial Aid Programs (E-App). Records are required in accordance with 34CFR600.31 and U.S. Department of Education rules. (Length of retention is based on functional need, as retention period is not stipulated in federal rules or regulations.)</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**1970: Dining Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-11-60605 Rev. 1	<b><i>Dining Services Employee Acknowledgment Files</i></b> Provides a record of Dining Services employee acknowledgments of receipt of position manuals (e.g., cashier manual, student employee handbook, work area lead manual), understanding of position responsibilities, and training in equipment use.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
96-05-56648 Rev. 0	<b><i>Dining Services Incident Reports</i></b> Provides a record of incidents occurring within unit, e.g., theft, vandalism, and disruptions.	<b>Retain</b> for 4 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
96-05-56656 Rev. 1	<b><i>Interunit Transfer Vouchers</i></b> Provides a record of transfers of products or labor between Dining Service units.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
96-05-56664 Rev. 0	<b><i>Parental Consent Forms (unit office)</i></b> Provides a record of parental authorization for employment of minors by Dining Services.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
96-05-56678 Rev. 1	<b><i>Student Employee Earned Meal Slip (unit office)</i></b> Provides verification that a student employee is eligible for a meal during the work shift.	<b>Retain</b> until end of activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**2110: Business Services – General Accounting/Revenue**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-10-07079 Rev. 1	<b><i>Transmittal Letters to Bank</i></b> Support for disbursement of payroll to bank.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**2120: Office of Grant and Research Development (OGRD)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-11-60481 Rev. 1	<p><b>ASP/INRA/INEEL Employee Databases</b></p> <p>Searchable databases designed to allow administrators to update and review applicants, mentors, and job listings for the ASP/WSU/INEEL Postgraduate Program; to provide information to mentors and administrators at the INEEL and ASP on potential postgraduate participants; to track hiring activity; to provide information about mentors at the INEEL to participants and ASP administrators. (Access limited to ASP/INEEL applicants, administrators, and mentors. Mentors are capable of hiring, creating positions, and editing their profiles. Nonconfidential, electronic storage of mentor profiles.)</p>	<p><b>Retain</b> until termination of employment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-11-60484 Rev. 0	<p><b>Washington State University Administration of Scientific Personnel Authorization to Hire</b></p> <p>Used by the OGRD's Administration of Scientific Personnel (ASP) section to authorize the hiring of postgraduates for work at the Idaho National Laboratory (INEEL). Participants in this program are employees of WSU and work at the INEEL under a contract with the Inland Northwest Research Alliance (INRA).</p>	<p><b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
02-11-60485 Rev. 0	<p><b>Washington State University Administration of Scientific Personnel Authorization to Extend Temporary Appointment</b></p> <p>Used by the OGRD's ASP section to authorize the extension of participants to work past their original appointment at INEEL. Participants in this program are employees of WSU and work at the INEEL under a contract with the INRA.</p>	<p><b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**2210: Department of Horticulture**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-08-40688 Rev. 0	<b>State Commodity Commissions</b> Research and other correspondence with the state's commodity commissions.	<b>Retain</b> for 10 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**2250: Psychology Clinic**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-10-61318 Rev. 0	<p><b><i>Liability Insurance</i></b> Proof of student liability insurance policy or certificate from graduate students who serve as clinic personnel.</p>	<p><b>Retain</b> for 10 years after last client treated <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**2300: Institutional Research**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-02-60806 Rev. 1	<p><b><i>Historical Records</i></b> Statistical data collected from many sources and primarily in paper format, used for analysis of past and present data as well as future projections. Data topics include all aspects of university functions, e.g., degrees granted; average ages of faculty, students, personnel; facilities data; comparisons with peer institutions.</p>	<p><b>Retain</b> for 20 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

**2360: Office of the Campus Veterinarian**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59213 Rev. 0	<p><b>Animal Census Report Files</b></p> <p>Provides a record of monthly reporting from all WSU animal care facilities concerning how many animals used, received, and on-hand. Used to prepare annual and semi-annual reports to state and federal agencies. Includes Office of the Campus Veterinarian Monthly Animal Census and departmental versions of this report.</p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59214 Rev. 1	<p><b>Animal Facilities Site Visit Records</b></p> <p>Provides a record of informal visits by Office of the Campus Veterinarian personnel to WSU animal laboratory/care facilities to evaluate animal care and use and semi-annual site visits by the Institutional Animal Care and Use Committee (IACUC) to each WSU animal laboratory/care facility. (IACUC is a WSU presidential committee required by federal law for all animal research institutions.). Includes e-mail communications between Office of the Campus Veterinarian, IACUC, and animal care facilities.</p>	<p><b>Retain</b> for 2 years after date of visit <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59231 Rev. 2	<p><b>Animal Health Certificates</b></p> <p>Provides an official record endorsed by a licensed veterinarian, which state that the animal is free of any infectious disease, pests, or physical abnormality which would endanger the animal or other animals or endanger the public health. Includes United States Department of Agriculture (USDA) Health Certificate (for large animals) and United States Interstate and International Certificate of Health Examination for Small Animals.</p>	<p><b>Retain</b> for 1 year after disposition of animal <i>or</i> 3 years after project completed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**2360: Office of the Campus Veterinarian**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59221 Rev. 1	<p><b><i>Animal Identification and Disposition Files</i></b></p> <p>Provides a record of receipt, ownership, and disposition of dogs and cats and record of disposition of animals other than dogs and cats, in accordance with USDA regulations and the Washington State Pet Theft Law. Includes USDA Record of Acquisition of Dogs and Cats on Hand, True Owner Certificate, USDA Record of Disposition of Dogs and Cats, and USDA Record of Disposition of Animals Other Than Dogs and Cats.</p>	<p><b>Retain</b> for 3 years after disposition <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59216 Rev. 0	<p><b><i>Animal Subject Approval Form (ASAF) Files</i></b></p> <p>Provides a record of how the Institutional Animal Care and Use Committee (IACUC) looks at research proposals to determine whether to approve or reject. Files are maintained by project as required by USDA regulations. Includes confidential grant information, project details, research methods, length of study, species of animals, personnel, funding agencies, history of project, annual and third year project renewal forms, communications between IACUC and project teams concerning problems, questions, and researcher responses.</p>	<p><b>Retain</b> for 3 years after completion of project <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59217 Rev. 0	<p><b><i>Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Annual Report</i></b></p> <p>Provides a record of annual report submitted to the AAALAC concerning Office of the Campus Veterinarian program operations for the year.</p>	<p><b>Retain</b> for 3 years after report submitted <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**2360: Office of the Campus Veterinarian**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59218 Rev. 0	<p><b><i>Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Program Descriptions</i></b></p> <p>Used to provide laboratory animal care peers with all details concerning what happens to each animal while at WSU and at disposition. Documentation prepared every three years as part of a voluntary accreditation process. Includes correspondences between WSU and the AAALAC, as well as evaluation and recommendations by the AAALAC.</p>	<p><b>Retain</b> for 3 years after report submitted <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
99-08-59226 Rev. 0	<p><b><i>Public Health Service (PHS) Annual Report</i></b></p> <p>Provides a record of annual report submitted to the Public Health Service (PHS) describing Office of the Campus Veterinarian program operations for the year, including changes made from proposed operations as outlined in the Public Health Service (PHS) Assurance.</p>	<p><b>Retain</b> for 3 years after report submitted <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
99-08-59227 Rev. 0	<p><b><i>Public Health Service (PHS) Assurance</i></b></p> <p>Provides a record of proposal submitted every three years to the Public Health Service (PHS) describing how the Office of the Campus Veterinarian will operate its programs.</p>	<p><b>Retain</b> for 3 years after proposal period completed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
99-08-59228 Rev. 0	<p><b><i>Serology Reports</i></b></p> <p>Provides a record of animal bodily fluids testing (serology) conducted for WSU by various companies, most often related to rodent health monitoring.</p>	<p><b>Retain</b> for 3 years after completion of project <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**2360: Office of the Campus Veterinarian**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59230 Rev. 0	<p><b>United States Department of Agriculture (USDA) Annual Report</b> Provides a record of annual report submitted to the USDA concerning Office of the Campus Veterinarian program operations for the year.</p>	<p><b>Retain</b> for 3 years after report submitted <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
99-08-59233 Rev. 0	<p><b>United States Department of Agriculture (USDA) Inspection Report</b> Provides a record of USDA inspections conducted annually or semi-annually to comply with the Animal Welfare Act.</p>	<p><b>Retain</b> for 2 years after inspection <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
99-08-59238 Rev. 0	<p><b>Washington State University Institutional Animal Care and Use Committee Review of Animal Facilities and Programs</b> Provides a record of semi-annual report prepared by IACUC for the Graduate School and Vice Provost for Academic Affairs, in compliance with federal law.</p>	<p><b>Retain</b> for 3 years after report submitted <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**2430: Manuscripts, Archives, and Special Collections (MASC)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-11-60597 Rev. 1	<p><b>Registration Forms and Daily Register</b></p> <p>In-office registration forms and daily register for patron's onsite visits to MASC. Created manually in hard copy and maintained only in hard copy. Record includes patron's name, address, phone number, e-mail address, research topic, publication plans, photo ID number, signature, date, and time in and out.</p>	<p><b>Retain</b> for 10 years after end calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**2580: Museum of Art**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-09-14243 Rev. 2	<b>Exhibition Folders</b> Documents the development and operation of each exhibit. Includes gallery exhibit descriptions, and gallery attendance documents and summary graphs.	<b>Retain</b> for 10 years after end fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
75-09-14246 Rev. 0	<b>University Art Collection/Accession Data</b> Documents acquisition and use of University's art holdings.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM

**2590: School of Music**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-12-59548 Rev. 1	<p><b><i>Summer Session Information</i></b> Provides a record of summer activity fees for allocations for summer events, a listing of course assignments, course schedule and summer session salary calculations, and related correspondence.</p>	<p><b>Retain</b> for 4 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**2630: Nuclear Radiation Center**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-02-43760 Rev. 1	<p><b>Reactor Fuel Records</b></p> <p>Semiannual inventory of special nuclear materials (SNM) on site and records of all SNM received or shipped off site. (Federal regulations require special protection of these records.)</p>	<p><b>Retain</b> for 10 years after semiannual inventory <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

**2690: University Ombudsman**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50218 Rev. 0	<b>Annual Report</b> Provides a summary of the Ombudsman's activity for a given academic year.	<b>Retain</b> until for 25 years after end of academic year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
92-03-50217 Rev. 0	<b>Case Files</b> Provides a record of complaint investigation.	<b>Retain</b> until after claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 2710: Payroll Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68985 Rev. 0	<p><b>Accumulative Calendar Year-To-Date Expense Microfiche</b></p> <p>Computer-generated microfiche providing year-end accumulation of earnings statement information. Earnings statements are produced each pay cycle in alphabetical order showing employee gross pay and net pay, employer contributions, and funding sources. The year-end copy is retained.</p> <p><i>Note: Replaces DAN 99-MF-59509.</i></p>	<p><b>Retain</b> for 100 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OFM</p>
16-06-68988 Rev. 0	<p><b>Earnings Statement Microfiche</b></p> <p>Computer-generated microfiche produced each pay cycle in alphabetical order showing an employee's pay cycle and year-to-date current payment details of hours, gross pay, deductions and reductions, net pay, bank account, employer contributions, employee address.</p> <p><i>Note: Replaces DAN 99-MF-59510.</i></p>	<p><b>Retain</b> for 100 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OFM</p>
75-02-09276 Rev. 1	<p><b>Master File Maintenance Input</b></p> <p>Manual input sheets used to make temporary or permanent changes in the payroll system from MANTRAN (Entity Data Change forms), TEAs (Temporary Employment Authorizations), expense transfers, and/or RAs (retroactive adjustments).</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
00-07-59807 Rev. 0	<p><b>Relocation Expense Request</b></p> <p>To request payment of taxable relocation expenses.</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**2710: Payroll Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-12-59517 Rev. 0	<b>Social Security Number Changes</b> File may include employee name, job type, incorrect and correct social security number, and copy of social security card.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-12-59507 Rev. 0	<b>State Retirement Reporting</b> May contain working papers, preliminary reports, final transmittals used in accounting for employee and employer contributions for all state retirement plans, such as Public Employees Retirement Systems, Teachers and Law Enforcement Officers and Firefighters.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
99-12-59508 Rev. 0	<b>Teachers Insurance Annuity Association (TIAA) and Investment Retirement Reporting</b> Computer-generated report, which may include employee name, SSN, amount of deduction, year-to-date amount of deduction per pay cycle. May also include balancing and working documents.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
75-02-09307 Rev. 1	<b>Unemployment Compensation Expense Files</b> Calculate distribution of unemployment insurance expense.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**2830: School of Politics, Philosophy, and Public Affairs**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-08-13202 Rev. 2	<p><b><i>Internship Program File</i></b> Intern and sponsor data relating to selection and work of student interns.</p>	<p><b>Retain</b> for 3 years after termination of project <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**2870: President's Office**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68986 Rev. 0	<p><b><i>Board of Regents' Minutes, Archival Microfilm Copy</i></b> Microfilm copy of Board of Regents' minutes. <i>Note: Replaces DAN 95-MF-55777.</i></p>	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR

**2900: Psychology**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51054 Rev. 0	<b><i>Experiment Signup Sheets</i></b> Record of individuals who sign up for various experiments conducted during each semester.	<b>Retain</b> for 6 months after end of semiannual period <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**2970: Registrar**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58847 Rev. 0	<b>Census Reports</b> Demographic information about students, including enrollment statistics and student names.	<b>Retain</b> for 12 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-10-58848 Rev. 2	<b>Commencement Program and Diploma Books</b> Provides a record of graduating students for each graduation ceremony. Includes lists of all candidates, student names and addresses, and degrees received for each particular graduation date.	<b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
98-10-58855 Rev. 1	<b>Grade Distribution Reports</b> Statistical compilation of information in grade books and grade cards, including mean/median/mode, average GPA, pass/fail, and high/low grade statistics. <i>Note: This records series was discontinued, effective March 2005. (Discontinuance approved by State Records Mgmt. on 8/22/05.) Existing records must be kept until the end of the retention period (June 30, 2055), then transferred to Archives.</i>	<b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
98-10-58858 Rev. 0	<b>Name Change</b> Provides a record of name changes authorized by students.	<b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

**2970: Registrar**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-10-61052 Rev. 0	<b>Transcript Requests</b> Provides a record of request by students for copies of transcripts to be sent to themselves and/or third parties. Includes transcript given to federal investigators with consent forms.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-06-62033 Rev. 0	<b>Undergraduate Change of Major and Certification of Second Major and Minor Forms</b> Provides a record of certification of second major or minor, change of major, and completion of minor or second minor forms.	<b>Retain</b> for 4 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-10-58864 Rev. 1	<b>Undergraduate or Professional Applications for Degrees or Certificate</b> Provides a record of official requests for graduation by students. Used to generate a to-do list of requirements for graduation. Includes applications for undergraduate certificates and Certification of Completion of Undergraduate Certificate forms.	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**2980: Business Services – Sponsored Programs**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-07-55765 Rev. 1	<b>Daily Cash Balance/Revenue Pool Accounts</b> Daily cash balance report used in the preparation and submission of daily cash draws to sponsoring agencies.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-07-55767 Rev. 0	<b>Federal Indirect Cost Rate Agreement</b> Contains the indirect cost rate, period, base and application for charging federally sponsored projects both on- and off-campus.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**2909: Housing and Conference Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-02-60036 Rev. 0	<p><b><i>Custodial Report of Damages</i></b> Form used to report all damages to residence hall common areas. Used to assess responsibility to student, floor, or hall, including damage costs.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58723 Rev. 0	<b>Anti-Harassment and Domestic Violence Current Protection Orders</b> Contains copy of anti-harassment and domestic violence protection orders served by the WSU Police Department.	<b>Retain</b> for 6 years after expired <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58724 Rev. 0	<b>Building Security Reports</b> Provides a record of security done of campus buildings. Includes a record of routine walkthroughs of a facility by the WSUPD, reporting any problems discovered. Used by departments to update/enhance their security measures.	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58725 Rev. 0	<b>Clothing and Equipment Issue Files</b> Provides a record of all clothing and equipment issued to police offices.	<b>Retain</b> until return of item <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58726 Rev. 0	<b>Crime on Campus Reports</b> Provides a statistical record of crimes committed on the campus of WSU and distributed upon request to students and employees. Compiled from Uniform Crime Reports. Maintained as per RCW 28B.10.569(2).	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
98-09-58728 Rev. 0	<b>Crime Reports – Domestic Violence</b> Provides a record of domestic violence crimes reported to state and federal agencies on a monthly basis. As per RCW 10.99.030, reported to Washington Association of Sheriffs and Police Chiefs.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58729 Rev. 0	<b>Crime Reports – Hate/Bias</b> Provides a record of hate/bias crime quarterly reports to state and federal agencies. As per RCW 43.101.290, reported to Washington Association of Sheriffs and Police Chiefs.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58730 Rev. 0	<b>Criminal Citations/Non-Criminal Infractions</b> Provides a record of either WSU or city/state issued citations or infractions.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58731 Rev. 0	<b>Criminal History Record Information Requests (CHRI/III)</b> Provides a record of CHRI requests sent to other agencies.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-06-62056 Rev. 0	<b>Daily Activity Log</b> Summary of daily (24 hours) criminal and non-criminal events on campus, used for public disclosure and press release purposes, and for preparation of annual security reports per the Clery Act.  Length of retention is in accordance with <i>The Handbook for Campus Crime Reporting 2005</i> , Chapter 10, published by the U.S. Department of Education Office of Post Secondary Education.	<b>Retain</b> for 7 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58732 Rev. 0	<b>Dignitary Protection</b> Record of planning for and action taken during the visit of a dignitary or person of importance.	<b>Retain</b> for 2 years after end of visit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58733 Rev. 0	<b>Domestic Violence Service Papers</b> Documents department receipt and service of Domestic Violence Service Papers.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
06-09-61312 Rev. 0	<b>Drug Test Reports and Leaf Marijuana Test Notes</b> Used to document the chain of custody, process, and results of marijuana testing done for case evidence.	<b>Retain</b> for 6 years after end of calendar year plus 60 days <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58734 Rev. 0	<b>Field Interview Reports</b> Provides a record of police officers' field contacts with individuals suspected of illegal acts.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58736 Rev. 0	<b>Internal Department Inspection/Audit Reports</b> Record of internal departmental inspections and/or audits of items held as evidence of a crime, as recovered or lost property, or of University property held by the WSUPD.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58737 Rev. 0	<b>Internal Investigation Files</b> Provides a record of complaints against department employees, details on investigations conducted (e.g., witness statements, lie detector test results, etc.), and results of investigations. As per RCW 41.06.450, allegations proven to be false must be immediately expunged from the record.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
84-12-34782 Rev. 3	<b>Major Incident Report – Arrests, Accidents, Crimes, and Incidents</b> A record of the initial report on arrests, accidents, crimes and incidents. May include incident report, follow-up, witness and victim statements, detective's notes, photos, evidence and property worksheets needed to document the incident. Does not include homicide, officer injury/death or police shooting cases. NOTE: Investigative reports pertaining to violent sex offenses contained in RCW 9A.44 as defined in RCW 71.09.020 will, at the end of the stipulated retention period, be forwarded to the WA Association of Sheriffs and Police Chiefs for permanent electronic retrieval. (House Bill 1176, July 1999.)	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Destroy, except as noted.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58738 Rev. 0	<b>Major Incident Report – Homicide, Officer Injury/Death, Police Shooting</b> Records and documentation assembled in the process of investigating a homicide, police shooting involving serious injury or death of an officer, or police shooting involving death of suspect. Includes felonies, misdemeanor, accident, missing person/runaway, and miscellaneous reports; master name index file; case logs; census tract files/grid files; crime classification files; impounded vehicles reports; crime scene negatives.	<b>Retain</b> for 80 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
06-09-61313 Rev. 0	<b>Marijuana Leaf Identification Log</b> Provides a record of all marijuana leaf testing done within the WSU Police Department as a requirement of the Washington State Patrol Crime Lab Division.	<b>Retain</b> for 6 years after end of calendar year plus 60 days <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58739 Rev. 0	<b>National Crime Information Center (NCIC III) Inquire Logs</b> Log of inquiries to National Crime Information Center for criminal history background checks. Maintained for audit purposes.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58740 Rev. 0	<b>Notification of Court Appearance</b> Provides a record of subpoena data.	<b>Retain</b> for 1 month <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58741 Rev. 0	<b>Operational Orders</b> Provides a record of information from Operation Orders, items of general interest to employees, and internal office memos containing information of a temporary nature.	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58742 Rev. 0	<b>Photographs (Mug Shots)</b> Photographic file of suspect face and profile. Used to elicit witness or victim response and identification of suspect.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58744 Rev. 0	<b>Property Checks for Guns</b> Includes owner identification data and description of firearm stored with Public Safety Office in compliance with University policy and procedures. Verifies temporary custody of firearm by Public Safety Office and date firearm returned to student-owner.	<b>Retain</b> for 6 years after firearm is returned to student <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58745 Rev. 0	<b>Property Impound Reports</b> Includes description of item, event number, date and time of impound, reason for impound, and other appropriate data pertaining to ownership identification. Maintains record of chain of custody.	<b>Retain</b> for 6 years after article is cleared from custody <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58746 Rev. 0	<b>Record of Special Events</b> Record of planning, event and actions taken for an event – national, international championships, meetings, conferences, etc.	<b>Retain</b> for 2 years after end of event <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58747 Rev. 0	<b>"Ride Along" Waivers</b> Record of citizen's request and waiver of liability for riding along with Washington State University Police Department (WSUPD) officer.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58748 Rev. 0	<b>Sexual Offender Files</b> Includes copies of notification to campus offices that offender is in the area; copy of incident report and risk assessment sheet from Whitman County Sheriff's Office.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58749 Rev. 0	<b>Shift Logs</b> Provides a record of officers' work schedules and of temporary equipment issue.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3040: WSU Police Department

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58750 Rev. 0	<b>Surplus Property Forms</b> Provides a record of found or recovered property sent to WSU Surplus Stores when unclaimed by owner. Maintained as per RCW 63.32.010.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58751 Rev. 0	<b>Teletypes – General Informational</b> Nature of contents for those initiated by WSU include: training announcements, replies to requests from other agencies (mainly Department of Licensing), and announcements. Incoming teletypes contain general information from law enforcement agencies, National Weather Service, Department of Emergency Management, etc.	<b>Retain</b> for 90 days after end of month <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58752 Rev. 0	<b>Teletypes – Responsive</b> Outgoing teletypes where office answered specific questions. Nature of these is for point-to-point inquiries pertaining to an individual's arrest, warrant service, etc.	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58753 Rev. 0	<b>Traffic Accident Reports</b> Provides chronological report file of vehicle collisions on campus. May include: Police Traffic Collision Report (WSP 161); Vehicle Accident Report (S.F. 137); incident report; notes; witness statements.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
98-09-58754 Rev. 0	<b>Traffic Violation Case Files</b> Detailed record of information collected during investigation of a serious traffic violation or accident. Maintained as per RCW 46.64.010.	<b>Retain</b> for 6 years after case adjudicated <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**3040: WSU Police Department**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58755 Rev. 0	<b>Training Files – Departmental</b> Record of training, certification and/or recertification for departmental employees. May include weapons qualification, defensive baton training, ACCESS (A Central Computer Enforcement Service System) and BAC (Blood Alcohol Count) certification, etc.	<b>Retain</b> for 6 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-09-58757 Rev. 0	<b>Uniform Crime Reports</b> Provides statistical data on major crimes (murder, rape, burglary, larceny, motor vehicle theft). As per RCW 28B.10.569(1) reported to Washington Association of Sheriffs and Police Chiefs on a monthly basis.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
08-12-61922 Rev. 0	<b>Visitor Log</b> Provides a record of a visitors to WSU Police Department, in accordance with U.S. Department of Justice <i>Criminal Justice Information Security Policy</i> , v. 4.3, section 6.08. Includes visitor names, dates and times of visit and departure, and purpose of visits.	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58758 Rev. 0	<b>Washington Crime Information Center/National Crime Information Center (WACIC/NCIC) Data</b> Provides a record of data entry, modification, or clearance (recovered/located). May include a record of lost/stolen property, missing persons, stolen vehicles, etc. enter into state and national crime information systems. May also contain locate (missing persons) messages, modification of original entry, recovery messages, and item deletions.	<b>Retain</b> until removed from system <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**3160: Human Resource Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-10-60462 Rev. 0	<p><b>Add or Change WSUORG Information (WSU 1270)</b> Form used to report additions or changes to organizational information entered into the WSU organizational database.</p>	<p><b>Retain</b> for 1 year after administrative purpose served <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
78-10-21213 Rev. 2	<p><b>Cash Withdrawal Certification File</b> Evidence of employee withdrawal of funds from Teachers' Insurance and Annuity Association—College Retirement Equities Fund (TIAA-CREF).</p>	<p><b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61646 Rev. 0	<p><b>Corrective Action Documentation – Bargaining Unit 4 Employees</b> Provides a record of corrective actions taken against Bargaining Unit 4 employees as a result of upheld personnel complaints. Retention is in accordance with Bargaining Unit 4 Agreement (Agreement between WSU and WSU Police Guild), article 15.9. NOTE: If an incident of a similar nature is documented within the retention period, the records of the original and all of the similar incidents are retained together, and the cutoff is applied to the date of corrective action of the most recent incident.  (This records series does not cover disciplinary actions against Barg. Unit 4 employees. Disciplinary action records are retained under separate records series: Disciplinary Action Documentation-Barg. Unit 4 Employees [DAN #07-12-61647].)</p>	<p><b>Retain</b> for 1 year after date action finalized <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**3160: Human Resource Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21215 Rev. 0	<b>Deceased Employee File</b> Analysis of benefits due to employee's heirs.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61647 Rev. 0	<b>Disciplinary Action Documentation – Bargaining Unit 4 Employees</b> Documentation of suspensions or demotions of Bargaining Unit 4 employees as a result of upheld personnel complaints. Retention is in accordance with Bargaining Unit 4 Agreement, article 15.9. NOTE: If an incident of a similar nature is documented within the retention period, the records of the original and all of the similar incidents are retained together, and the cutoff is applied to the date of suspension or demotion documentation of the most recent incident.  (This records series does not cover corrective actions against Barg. Unit 4 employees. Corrective action records are retained under separate records series, DAN #07-12-61646.)	<b>Retain</b> for 3 years after date issued <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-01-61714 Rev. 0	<b>Drug or Alcohol Test Results – Verified Negative</b> Provides a record of verified negative drug or alcohol test results for drivers of heavy equipment or other vehicles, which require a commercial drivers license. (49CFR655.71(b)(3))	<b>Retain</b> for 1 year after date of results <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-08-61400 Rev. 0	<b>Drug or Alcohol Test Results – Verified Positive</b> Provides a record of verified positive drug or alcohol test results for drivers of heavy equipment or other vehicles, which require a commercial drivers license. (49CFR655.71(b)(1))	<b>Retain</b> for 5 years after date of results <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**3160: Human Resource Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-07-55598 Rev. 1	<b>Medical Disability Files for Active Employees</b> Medical information related to a disability <b>not</b> related to worker's comp (non-duty claims); may include long-term disability; retirement; life insurance items; family medical leave; or shared leave.	<b>Retain</b> for 3 years after return to work <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
95-07-55600 Rev. 2	<b>Medical Retirement Files</b> Provides a record of health-related retirements, life insurance waivers. (Employees retiring for medical reasons may apply for waivers of life insurance premiums.)	<b>Retain</b> for 60 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
78-10-21217 Rev. 2	<b>Medical, Supplemental Retirement Account (SRA), Life Insurance, and Long-Term Disability (LTD) Enrollment Forms Plus Beneficiary Designations</b> Evidence of employee enrollment in medical, dental, supplemental retirement account, life insurance, and long-term disability plans. NOTE: For employees who retire and continue to participate in the medical insurance program, medical insurance plan records are sent to the WA Healthcare Authority in Olympia upon termination of employment.	<b>Retain</b> for 3 years after termination of employment <i>then</i> <b>Destroy, except as noted.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
78-10-21214 Rev. 3	<b>Retired Employee File/PERS</b> Advise employee on retirement matters.	<b>Retain</b> for 60 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**3160: Human Resource Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21216 Rev. 2	<b>Retirement Supplementation File/TIAA-CREF</b> Analysis of earnings and establishment of payments due to retiree.	<b>Retain</b> for 60 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
02-10-60467 Rev. 0	<b>Training Report (WSU 1308)</b> Record of each employee's training sessions. Used to enter employee training information into the Employee Training History Files database.	<b>Retain</b> for 1 year after data entry and verification <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-09-60408 Rev. 0	<b>Workers' Compensation Claim Database</b> Electronic database used to provide workers' compensation claims data to the office of Risk Management Services and the office of Environmental Health and Safety for completion of various reports, such as year-end reports to WA Risk Management and the Occupational Health and Safety Administration (OSHA).	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3310: Faculty Senate

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-09-36077 Rev. 0	<b>Ballots</b> Official ballots for Senate officers and committee members.	<b>Retain</b> for 2 years after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-10-51361 Rev. 1	<b>Faculty Case Files</b> Provides record of faculty complaint adjudication and investigation. <i>Note: Records are held by the Faculty Status Committee.</i>	<b>Retain</b> for 5 years after case resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
75-02-09325 Rev. 1	<b>Faculty Senate Files</b> Provides a record of correspondence, reports, and documentation related to Faculty Senate activities and actions for history and planning. Includes official Senate meeting minutes; standing committee materials and actions; agendas, correspondence, memos, and reports; ballots for Senate officers and committee members; rosters of Senators with a constituency and other demographic detail (used for eligibility for Senate).	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-10-51363 Rev. 1	<b>Faculty Status Committee Annual Report</b> Provides a summary of the activities of the Faculty Status Committee for a given academic year.	<b>Retain</b> for 25 years after end of academic year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**3310: Faculty Senate**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-09-36079 Rev. 0	<p><b><i>Tenure and Promotion File</i></b> The criteria for tenure and promotion consideration of the academic unit located in a neutral, central location to be accessible to anyone.</p>	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM

**3500: Washington Animal Disease Diagnostic Laboratory**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32315 Rev. 0	<p><b><i>Daily Log Book</i></b> Provides a record of daily activity of the laboratory. Includes summary of details of cases, e.g., veterinarian, owner, tests performed, species, etc.</p>	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM

**3580: Composite Materials and Engineering Center**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-12-60301 Rev. 1	<p><b><i>Visiting Scholars File</i></b> Provides a record of visiting scholars who attend or assist with Composite Materials and Engineering Center programs or training seminars. May include trainee files, Nonservice Pay Authorization copies, invoice vouchers, visa information, histories, correspondence, and final reports.</p>	<p><b>Retain</b> for 6 years after termination of contract or termination of service <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 4050: University Recreation

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-06-58517 Rev. 1	<b>Climbing Wall Certification Records</b> Documentation of user attendance in and satisfactory completion of a climbing gym training session.	<b>Retain</b> for 3 years after superseded or obsolete <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58507 Rev. 1	<b>Disciplinary Action Reports</b> Provides a record of disciplinary actions taken by the University Recreation, the Office of Student Conduct, or the Sport Club Council regarding violations by sport clubs of the WSU Standards of Conduct for Students, or University Recreation or Sport Club Federation standards.	<b>Retain</b> for 6 years after action taken <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58521 Rev. 1	<b>Non-Credit Class Sign-Up Forms</b> Provides a record of participants in Outdoor Recreation Center (ORC)-sponsored non-credit classes.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58519 Rev. 1	<b>Outdoor Recreation Center Group Equipment Responsibility Agreement</b> Provides a record of user agreement to accept responsibility for Outdoor Recreation Center (ORC) equipment for the activity in which the user is participating.	<b>Retain</b> for 3 years after termination of activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58522 Rev. 1	<b>Park-N-Ski Records and Receipts</b> Provides a record of participant registration Idaho State Parks and Recreation Department Park-n-Ski skiing activities. ORC is an authorized dealer for Park-n-Ski tickets.	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**4050: University Recreation**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-05-58485 Rev. 1	<b>Recreation Class Logs</b> Lists of people who have signed up for various recreation classes. Includes when they signed up and how much they paid.	<b>Retain</b> for 6 years after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-06-58524 Rev. 1	<b>Sno-Park Records</b> Provides a record of participant registration Washington State Parks and Recreation Department Sno-Park skiing activities. ORC is an authorized dealer for Sno-Park tickets.	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58514 Rev. 2	<b>Sport Club Constitutions and Officer Files</b> Documents constitutional agreements and bylaws and records of students chosen to serve as officers for each sport club in the Sport Club Federation.	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**4080: WSU Prosser, Irrigated Agriculture Research and Extension Center (IAREC)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-05-17272 Rev. 1	<b><i>Weather Data</i></b> Provides a record of daily weather conditions.	<b>Retain</b> for 20 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**4110: WSU Mount Vernon NW Washington Research and Extension Center**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-05-17237 Rev. 1	<p><b><i>Plot Plans</i></b> Documents location, type of product, when planted, etc.</p>	<p><b>Retain</b> for 5 years after last activity <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

**4120: WSU Wenatchee Tree Fruit Research and Extension Center**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
76-05-17280 Rev. 0	<b>Annual Report of Equipment and Method of Harvest</b> Review of activities.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
76-05-17281 Rev. 0	<b>Annual Report of Fruit Frost</b> Review of conditions.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
76-05-17284 Rev. 0	<b>Western Cooperative Spray Project</b> Minutes, correspondence, reports on activities.	<b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

## 4140: Health and Wellness Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-02-60434 Rev. 0	<p><b>C-II Drug Order Report (DEA [Drug Enforcement Administration] Form 222)</b></p> <p>Form submitted to the Drug Enforcement Administration (DEA) to report the order of Schedule II controlled substances (C-II). Records of controlled substance orders and dispensations are used along with annual inventory reports to keep track of controlled substances, as per DEA regulations. (21CFR1304.4)</p> <p>(Note: State Records Committee has determined federal retention requirements give precedence over state requirements (OPR/6 yr).)</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
03-02-60435 Rev. 0	<p><b>Explanation of Benefits</b></p> <p>Informational forms sent to Health and Wellness Services from medical insurance companies summarizing what claims were paid, how much was paid, and any reasons for denial or closure of claims. Includes summary information concerning billed and paid claims, as well as Labor and Industries and Department of Social and Human Services claims. NOTE: These are <i>not</i> billing documents.</p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
03-02-60436 Rev. 0	<p><b>Invoices for Controlled Substances</b></p> <p>Provides a record of purchases of controlled substances from drug wholesalers.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
03-02-60437 Rev. 0	<p><b>Narcotic Inventory Annual Report</b></p> <p>Provides a record of the annual inventory of controlled substances held by Health and Wellness Services. (21CFR1304.4)</p> <p><i>Note: State Records Committee has determined federal retention requirements give precedence over state requirements (OPR/6 yr).</i></p>	<p><b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 4140: Health and Wellness Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-05-60891 Rev. 0	<b>Notice of Privacy Acknowledgement – Signature Records</b> Provides a record of patient acknowledgement of receiving the Notice of Privacy, which describes protected health information requirements and patient rights pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191. (45CFR164.530(j)(2))	<b>Retain</b> for 6 years after last treatment of patient <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
03-02-60438 Rev. 0	<b>Patient Safety Closure Exemption</b> Provides a record of patient request for prescription drugs to be dispensed in a non-child-resistant package (with easy-open lid). (WAC 246-869-230)	<b>Retain</b> for 6 years after date of request <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59833 Rev. 0	<b>Pharmacy Records</b> Provides a record of the receipt and disposition of legend drugs. (RCW 69.41.042)	<b>Retain</b> for 2 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-10-62781 Rev. 0	<b>Prescription Records</b> Provides a record of prescribed patient medication. Includes records regarding original prescriptions, refill prescriptions, refill prescription authorizations, prescription refill limitations, prescription copies, prescription labels, and emergency refills.  Requirement to retain records in accordance with Department of Health rules, WAC 246-869-100, and Department of Social and Health Services (DSHS) rules, WAC 388-530-5000 and WAC 388-502-0020. Length of retention chosen to meet the longer retention requirements in DSHS rules regarding Medicaid and Medicare records, WAC 388-502-0020.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**4280: Summer Session**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-06-60701 Rev. 0	<b>Course Database</b> Provides a record of course information submitted by departments.	<b>Retain</b> for 5 years after end of summer session <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
04-06-60702 Rev. 0	<b>Excess Revenue Sharing Report</b> Provides a record of excess summer session revenue shared with colleges participating in summer session.	<b>Retain</b> for 10 years after end of summer session <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
04-06-60704 Rev. 0	<b>Student Registration and Payment Problem File</b> Provides a record of registration errors and payment problems and corrections.	<b>Retain</b> for 6 years after end of summer session <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
04-06-60706 Rev. 0	<b>Summer Session Planning Guide</b> Provides a record of planning information for the coming summer and statistical information regarding the previous summer. Much of the data is derived from the course database.	<b>Retain</b> for 20 years after end of summer session <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM

**5800: WSU Children's Center**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61639 Rev. 0	<b>Accident Insurance Coverage - Children</b> Provides a record of accident insurance coverage held by parents for each child attending the Children's Center.	<b>Retain</b> for 3 years after age of majority (age 18) <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61640 Rev. 0	<b>Applications for Admission – Cancelled Applications</b> Provides a record of applications for children who did not enroll in and attend the Children's Center.	<b>Retain</b> until end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49653 Rev. 1	<b>Children's Personal File</b> Record of the children who attend the Center. Includes information about the child's immunology record, general health, attendance, parents' schedule and location, emergency information, and permission forms. (WAC 170-295-7010(4))	<b>Retain</b> for 1 year after no longer enrolled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49650 Rev. 1	<b>Children's/Staff Schedules</b> Provides a record of scheduled attendance for children and staff members. Used to verify staff/child ratios, as per DSHS licensing requirements. (WAC 170-295-2090, -7030, and -7080)	<b>Retain</b> for 5 years after no longer enrolled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49654 Rev. 1	<b>Department of Social and Health Services License</b> Copy of license to operate childcare center. (License is effective for 3 yrs. from date of issue.)	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**5800: WSU Children's Center**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61644 Rev. 0	<b>Department of Social and Health Services Vouchers</b> Copies of vouchers issued by employers to employees to cover a predetermined amount or a percentage of the total cost of child care at a licensed child care facility, in accordance with the DSHS Child Care Advantages program.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49657 Rev. 1	<b>Tuberculosis (TB) Test Results/Hepatitis B (HEP B) Immunization Records</b> Provides a record of TB test results for each Children's Center employee and Hepatitis B immunizations for full-time staff. (WAC 170-295-1120 and -7050)	<b>Retain</b> until termination of employment or until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49652 Rev. 1	<b>USDA Child Care Food Program Contracts/Supporting Data</b> Record of menus, attendance, records, income statements, claims for reimbursement, daily meal count, copy of the contract, operating expenses, and USDA statements of reimbursements. (7 CFR 226.6 and 7 CFR 226.11)	<b>Retain</b> for 3 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**6030: University Publishing/Cougar Copies**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-12-39170 Rev. 0	<b>Copyright Certificates</b> Provides a record of ownership for published works.	<b>Retain</b> for 6 years after termination of contract <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
04-06-60707 Rev. 0	<b>Copyright Permission Documentation</b> Provides a record of signatures from clients declaring that they are in compliance with copyright laws. (17USC507)	<b>Retain</b> for 5 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**6810: Internal Audit Office**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-06-60695 Rev. 2	<p><b>Advisories</b></p> <p>Working files containing reports, internal memoranda, correspondence, work papers, and other material related to assistance provided by Internal Audit to WSU employees and units to resolve minor internal department or ethics situations. Includes correspondence related to ethics questions received by Internal Audit and internal reviews performed as management requests. These reviews and correspondence do not reach the action level of internal audit reports.</p>	<p><b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**6900: Academic Outreach and Innovation – WSU Online Administration**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-60008 Rev. 1	<p><b><i>Complaint and Dispute Letters</i></b> Provides a record of letters from students contesting grades, lodging complaints about program services or tuition payment issues, or other petition requests.</p>	<p><b>Retain</b> for 5 years after issue resolved <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**6910: Academic Outreach and Innovation – Conference Management**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-04-41994 Rev. 1	<b><i>Continuing Education Unit Records</i></b> Provides documentation of CEU credits offered and received by conference participants.	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR

**(6910): Conference Management – Imagine Tomorrow Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-07-62058 Rev. 0	<b>Application Packets – Not Enrolled</b> Provides a record of application materials for students and/or adults who do not attend the Imagine Tomorrow Competition. Application materials may include Assumption of Risk forms, Background Check Authorization, Competitor Code of Conduct, Emergency Medical Release, Image and Voice Recording Consent, and Student Participant Health forms. (Length of retention is based on functional need.)	<b>Retain</b> for 1 year after end of competition activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-07-62060 Rev. 1	<b>Background Checks</b> Provides a record of background clearance check of adult participant (e.g., advisor, chaperone) not employed by a school district in the state of Washington. Includes record of permission from the adult participant for University officials to conduct a background clearance check.	<b>Retain</b> for 3 years after termination of participation in activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-10-62126 Rev. 0	<b>Individual Scoring Files</b> Provides a record of judges' review of participant projects. Used to determine award of cash prizes at the end of the program session. This records series includes the scoring sheet forms, total scores website, and database file with comments.	<b>Retain</b> for 6 years after date of award <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-07-62064 Rev. 0	<b>Student Participant Health Form (18 Years or Over)</b> Provides a record of health information related to student participants 18 years or over in the University event/activity. May include disclosures of pertinent health information regarding diseases and/or health conditions that would limit the student's physical ability. (NOTE: All documentation which includes health information must be maintained in a secure and confidential manner.)	<b>Retain</b> for 6 years after termination of participation in activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**(6910): Conference Management – Imagine Tomorrow Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-07-62065 Rev. 0	<p><b><i>Student Participant Health Form (Under 18 Years)</i></b></p> <p>Provides a record of health information related to minor student participants in the University event/activity. May include disclosures of pertinent health information regarding diseases and/or health conditions that would limit the student's physical ability. (NOTE: All documentation which includes health information must be maintained in a secure and confidential manner.)</p>	<p><b>Retain</b> for 6 years after student's 18<sup>th</sup> birthday <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62312 Rev. 0	<b>Asbestos Air Sampling Records</b> Provides a record of samples taken of air from University buildings and work areas to determine if employees have been exposed to asbestos. (WAC 296-62-07727(7-8))	<b>Retain</b> for 70 years after sampling date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59865 Rev. 0	<b>Asbestos Bulk Sampling Records</b> Provides a record of samples taken of materials from University buildings and work areas to determine the presence of asbestos. (WAC 296-62-07727(7-8))	<b>Retain</b> until demolition of building <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-02-62417 Rev. 1	<b>CAFO (Concentrated Animal Feeding Operations) Permit Records</b> Provides a record of permits issued by the state Department of Ecology (Ecology) to operate concentrated animal feeding operations. Requirement to retain records and length of retention is in accordance with Ecology's Concentrated Animal Feeding Operation (CAFO) National Pollution Discharge Elimination System (NPDES) and State Waste Discharge General Permit, section S4A.	<b>Retain</b> for 5 years after permit terminated <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62314 Rev. 0	<b>Chemical Exposure Records</b> Provides a record of the chemical identity and exposure levels, employee names, locations, and tasks. (WAC 296-802)	<b>Retain</b> for 70 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-02-62419 Rev. 1	<b>Compost and Solid Waste Handling Facility Inspection Reports</b> Provides a record of inspections of the University's compost and solid waste handling facilities, conducted by EH&S in accordance with Ecology rules, WAC 173-350-220. Length of record series retention is in accordance with WAC 173-350-220(4)(b).	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59869 Rev. 1	<b>Confined Space Permit</b> To authorize employee ingress, egress, and work in a confined space. (WAC 296-809)	<b>Retain</b> for 1 year after permit cancelled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59791 Rev. 1	<b>Drinking Water Bacteriological Data</b> Provides a record of bacteria levels in public water systems. Requirement to retain records and length of retention is in accordance with Washington Department of Health (DOH) rules, WAC 246-290-480(1) and WAC 246-291-260(1).	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62415 Rev. 0	<b>Drinking Water Chemical Analysis Data</b> Provides a record of chemical levels in public water systems. Requirement to retain records and length of retention is based upon DOH rules, WAC 246-290-480(1)(a) and (e) and WAC 246-291-260(1).	<b>Retain</b> for 3 years after life of system <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59788 Rev. 2	<b>Drinking Water Chlorination and Fluoridation Reports</b> Provides a record of chlorination levels in public water systems and fluoridation levels, sampling, and testing for drinking water at WSU Pullman. Requirement to retain records and length of retention is in accordance with DOH rules, WAC 246-290-480(1)(e) and WAC 246-291-260(1).	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59789 Rev. 1	<p><b><i>Drinking Water Systems Surveys and Special Purpose Investigation Reports</i></b> Provides a record of inventory of WSU public water systems issued by the DOH. Includes comprehensive system evaluations, source meter readings, and sanitary surveys. Requirement to retain records and length of retention is per DOH rules, WAC 246-290-480(1) and WAC 246-291-260(1).</p>	<p><b>Retain</b> for 10 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62315 Rev. 0	<p><b><i>Employee Audiometric Test</i></b> Provides a record of employee audiometric tests to determine hearing loss. (WAC 296-817-20040, WAC 296-802-200, WAC 296-802-20005)</p>	<p><b>Retain</b> for 70 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62418 Rev. 0	<p><b><i>Greenhouse Gas Emission Data and Reports for EPA</i></b> Provides a record of greenhouse gas emission data and reports gathered by the University and submitted to the EPA. Requirement to retain records is in accordance with EPA regulations under 40 CFR Part 98 Subpart A. Length of retention is in accordance with EPA regulations, 40 CFR 98.3(g).</p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59778 Rev. 1	<p><b>Hazardous, Chemical, and Mixed Waste Shipment, Treatment, and Disposal Records</b></p> <p>Provides a record of shipments to, and storage, treatment, and disposal of hazardous, chemical, and mixed wastes. Includes records of shipments to and storage of hazardous waste generated by WSU at the MARCO of IOTA (not an acronym) Superfund site (shipments to this site stopped on July 1996); chemical waste type, location, date, treatment and disposal method; underground storage tank installation, tank tightness testing, tank removal, site assessment reports (e.g., analytical, etc.), tank shipment; Uniform Hazardous Waste Manifests; Land Disposal Restriction forms and waste profiles; Chemical Collection Requests (WSU1280); and mixed waste shipments to Quadrex (a disposal facility) and other mixed waste treatment/disposal facilities. (Length of retention period per generator liability outlined in WAC 173-303-170, WAC 173-303-210, 40CFR304.12, 40CFR35.6015, 40CFR35.6705, 42USC103.9603, 42USC103.9607)</p>	<p><b>Retain</b> for 50 years after date of shipment or treatment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59774 Rev. 1	<p><b>Hazardous Waste Program Development Records</b></p> <p>Provides a record of the federal Environmental Protection Agency (EPA) and Washington Department of Ecology (Ecology) hazardous waste facility inspections, citations, and WSU responses. These records comply with EPA and Ecology regulations regarding waste program development. (See also record series titled "Safety Infractions, Citations, Violations, and Correspondence" [DAN #78-10-21224].)</p>	<p><b>Retain</b> for 10 years after date of inspection <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59871 Rev. 0	<p><b>Laboratory Safety Program Records</b></p> <p>Provides a record of laboratory safety programs, including safety audits, training, and reports. (32CFR627.7(g))</p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59872 Rev. 0	<b>Laser Program Survey</b> Provides a record of survey of locations and classifications of lasers located on WSU campuses. (21CFR1002.31)	<b>Retain</b> for 5 years after date of survey <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-12-62313 Rev. 1	<b>Lead Sampling Records</b> Provides a record of samples taken of air and materials from University buildings, work areas, and equipment to determine if employees have been exposed to lead. (WAC 296-155-17609(3)(a), WAC 296-155-17629(4)(a))	<b>Retain</b> for 70 years after sampling date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59780 Rev. 1	<b>Model Toxic Control Act (MOTCA) Records</b> Provides a record of Washington Department of Ecology (Ecology) correspondence, site assessment, and waste management records. (Length of retention period per generator liability outlined in WAC 173-303-170, WAC 173-303-210, 40CFR304.12, 42USC103.9603, 42USC103.9607)	<b>Retain</b> for 50 years after completion of site remediation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59874 Rev. 1	<b>Noise Assessment Records</b> Provides a record of assessments conducted by EH&S to determine potential noise exposures in University work locations. (WAC 296-817)	<b>Retain</b> for 70 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59785 Rev. 1	<b>On-Site Sewage System Permits</b> Provides a record of permit issued by the Whitman County Department of Health for on-site disposal of sewage. (Retention required in accordance with WAC 246-272, WAC 246-272A)	<b>Retain</b> for 6 years after life of system <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21224 Rev. 2	<p><b><i>Safety Infractions, Citations, Violations</i></b> Report and EH&amp;S correspondence with the Washington Department of Labor and Industries (L&amp;I) related to inspections, violations, infractions, and citations.</p>	<p><b>Retain</b> for 10 years after completion of correspondence regarding inspection, violation, infraction, or citation <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
00-07-59793 Rev. 0	<p><b><i>State Waste Water Discharge Permit Reports</i></b> Provides a record of Washington State Department of Ecology (Ecology)-required reports for disposal of waste water. (WAC 173-216)</p>	<p><b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
00-07-59796 Rev. 2	<p><b><i>Swimming Pool Water Quality and Sanitation Files</i></b> Provides a record of swimming pool water quality data and samples, and swimming pool sanitation inspections and surveys by EH&amp;S for safety and water quality as required under DOH rules under WAC Chapter 246-260. Length of retention is in accordance with WAC 246-260-121(3)(a)</p>	<p><b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**6960: Environmental Health and Safety (EH&S)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59782 Rev. 1	<p><b>WSU Part B Hazardous Waste Permit Records</b></p> <p>Provides a record of closures and visual site inspections (VSI) for Part B permits issued by state and federal agencies to allow storage of hazardous wastes. (Length of retention period per generator liability outlined in WAC 173-303-170, WAC 173-303-210, 40CFR304.12, 42USC103.9603, 42USC103.9607) (See also the following series: Hazardous, Chemical and Mixed Waste Shipment, Treatment, and Disposal Records [DAN #00-07-59778 Rev. 1], and Model Toxic Control Act (MOTCA) Records [DAN #00-07-59780].)</p>	<p><b>Retain</b> for 50 years after date of permit <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**6990: Transportation Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-10-60451 Rev. 0	<b><i>Parking License Records</i></b> Provides a record of vehicle license information for service and temporary permits issued and nonpermit parking violators.	<b>Retain</b> for 2 years after administrative purpose served <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-10-60452 Rev. 0	<b><i>Parking Permit Applications</i></b> Provides a record of application for annual parking permits. Includes vehicle license information. NOTE: Annual permits are issued from September 1 to August 31.	<b>Retain</b> for 3 years after permit expires <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
84-10-34646 Rev. 2	<b><i>Parking Violations and Appeals Records</i></b> Documents the violations issued and the appeals from fines.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**7160: CAHNRS Alumni and Friends**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-07-55594 Rev. 0	<p><b>Scholarship Files</b></p> <p>Includes all applications received, applicant scores, recipients of each award, selection process and authorization to transfer funds to recipient's student account.</p>	<p><b>Retain</b> for 3 years after determination of award or non-award</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**7210: Government Relations**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-10-59931 Rev. 0	<p><b><i>Federal Lobbying Activity Quarterly Report (WSU 1366)</i></b> Provides a record of contacts between University personnel and federal officials, such as Members of either House of Congress, high-level executive branch officials, or high-level federal agency officials. (2USC1605)</p>	<p><b>Retain</b> for 6 years after end of semiannual period <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**7430: College of Nursing – Finance and Administrative Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47849 Rev. 0	<p><b>Continuing Education</b> Records of each offering and program including budget, class roster, summary, and handouts.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47846 Rev. 1	<p><b>Nursing Student Folders</b> Provides a reference record of each nursing student's progress towards a degree. For undergraduates includes: photograph, departmental and transfer transcripts, application, immunization forms, WSP forms, post-admission questionnaire, evaluations, final performance summary, resume, and exit questionnaire. For graduates includes: application packet, program of study, GREs, thesis abstract, departmental transcripts, evaluations. NOTE: After folder contents are microfilmed and verified, the microfilm copy is retained under Purged Nursing Student Folders [DAN #95-MF-55597].</p>	<p><b>Retain</b> for 5 years after student graduates, transfers, quits <i>then</i> <b>Microfilm</b> and verify <i>then</i> <b>Destroy, as noted.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
16-06-68989 Rev. 0	<p><b>Purged Nursing Student Folders</b> Microfilm copy reference record of each student's progress towards a degree. For undergraduate includes: photograph, final transcript with degree posted, application, post-admission questionnaire, final performance summary, resume, and exit questionnaire. For graduates includes: final transcript with degree posted, application packet, approved program of study, transfer work, GREs, thesis abstract, evaluations. <i>Note: Replaces DAN 95-MF-55597.</i></p>	<p><b>Retain</b> for 30 years after student graduates, transfers, quits <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**7430: College of Nursing – Finance and Administrative Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47850 Rev. 1	<p><b><i>School Nurse Certification</i></b> Existing records of students who completed the certification process through ICNE will be retained. Beginning January, 1995, Olympia will be handling SN certification. <i>Note: Responsibility for school nurse certification was moved to Office of the Superintendent of Public Education in Olympia, effective January 1995. The College of Nursing is responsible for maintaining existing school nurse certification files until the end of the retention period (January 2025).</i></p>	<p><b>Retain</b> for 30 years after completion or withdrawal <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**7840: Admissions and Registration, WSU Tri-Cities**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-02-56469 Rev. 0	<b>Loan Deferment Forms</b> Provides a record of approved deferments.	<b>Retain</b> until end of term <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
96-02-56470 Rev. 0	<b>Registration Forms</b> Provides a record of class registration, includes drop/add forms.	<b>Retain</b> for 5 years after last activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
96-02-56471 Rev. 0	<b>Registration Statistics</b> Provides a summary record of registration figures for each term. Summarizes enrollment by program and budget within program.	<b>Retain</b> for 20 years after end of term <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**8316: WSU Spokane – Pharmacotherapy (Drug Information Center)**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-07-62268 Rev. 0	<p><b><i>Drug Information Center Request</i></b></p> <p>Provides a record of requests for information about various drugs, including sources checked, computer searches, response given, date and method of response, names of researchers and respondents. Requested retention is in accordance with the "Purpose—Findings—Intent—2006" statement at the end of <i>RCW 4.16.350</i>, where it states that the legislature recognizes an eight-year statute of repose on medical malpractice suits.</p>	<p><b>Retain</b> for 8 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**8319: Office of Commercialization**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-05-58476 Rev. 0	<p><b><i>Technology Case Files</i></b> Records documenting each invention disclosure. Each file contains all the paperwork associated with the invention, including patents, license agreements, and miscellaneous agreements.</p>	<p><b>Retain</b> for 6 years after case closed <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

**8327: Housing and Residence Life**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-06-32429 Rev. 0	<b>Case Summary File</b> Provides a record of circumstances relating to medical, psychological, or disciplinary problems encountered by students. Includes Case Summary forms and related correspondence. Confidential--supervised destruction.	<b>Retain</b> for 5 years after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-06-32431 Rev. 0	<b>Permission to Release Grades and Membership Lists</b> Provides a record of students' authorization to release grades to specified individuals.	<b>Retain</b> for 1 year after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-06-32427 Rev. 1	<b>Room Inventory Assessment</b> Provides a record of students' evaluation of living conditions and services provided by the University.	<b>Retain</b> for 5 years after end of academic year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

**8346: Integrated Media Services**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60335 Rev. 1	<p><b><i>Academic Media Service (AMS) Statistics</i></b> Provides a log of video conference and room usage. (NOTE: Retention length due to functional use of the information by the department.)</p>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**8373: Washington State Pest Management Resource Service**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-02-62361 Rev. 0	<p><b><i>Experimental Pesticides – Application and Use Records</i></b></p> <p>Provides a record of the application and use of experimental pesticides by research personnel from WSU and other state agencies. Includes all resulting collected data and reports regarding the methods used to destroy the treated crops and/or food.</p> <p>Length of retention is in accordance with WAC 16-228-1320(3).</p>	<p><b>Retain</b> for 7 years after date of application or experimental use</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62362 Rev. 0	<p><b><i>Pesticide Labels</i></b></p> <p>Provides a record of pesticides registered with the Washington State Department of Agriculture (WSDA). Each label include material ingredients, specific directions for use, and name of manufacturer which registered the pesticide with the WSDA. Pesticide labels are legal documents, serving much as legally binding contracts between the registrant and the user.</p>	<p><b>Retain</b> for 7 years after date of last use</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**8388: Energy Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-04-52259 Rev. 2	<b>Bonneville Power Administration, Electric Ideas Clearinghouse, Program Files</b> Provides a record of Clearinghouse program files, including: original referral directory application forms that provide client approval to be listed in the referrals directory electronic database; chronological correspondence files; telephone billing and summary reports; Clearinghouse program reports; and Clearinghouse mailing lists and documentation.	<b>Retain</b> for 4 years after termination of participation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-12-49504 Rev. 2	<b>Bonneville Power Administration (BPA), Project Design Assistance Working Files</b> Provides documentation of contacts with commercial developers and their design teams, phone conversations with building developers, design assistance with contractors and Bonneville Power Administration. Copies of task orders and correspondence, used by Energy Program staff to answer public inquiry and requests for information.	<b>Retain</b> for 4 years after termination of project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-05-24863 Rev. 1	<b>Building Energy Consumption Performance Standards</b> Records notes on general content of Building Energy Performance Standards critique.	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
91-02-47406 Rev. 2	<b>District Heating Planning and Development</b> Documents Energy Program's role in promoting district heating processes to potential users. It includes district heating feasibility studies, publications and reports of implementation of district heating plans.	<b>Retain</b> for 15 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR

**8388: Energy Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-06-50663 Rev. 2	<p><b>Energy Edge, Program Activity History Files</b></p> <p>Provides documentation on program activity and data information of Energy Program sponsored buildings under BPA's regional program investigating cost effective energy conservation measures for new commercial buildings.</p>	<p><b>Retain</b> for 8 years after close of program <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
99-08-59239 Rev. 0	<p><b>Energy Program/Power Washington Settlement Files</b></p> <p>Provides a record of the Power Washington/Washington State Energy Office (WSEO) portion of a settlement with Exxon Corp., as a result of a lawsuit brought against Exxon by the Department of Energy (DOE). Distribution of settlement monies was transferred to the Energy Program from the WSEO, effective July 1998. File includes background information, settlement papers, and budget planning for the portion of monies redistributed to the Energy Program as part of the settlement.</p>	<p><b>Retain</b> for 25 years after completion of settlement <i>then</i> <b>Hold</b> until release permission obtained from DOE (per 10 CFR 210.1(5)) <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
80-04-24639 Rev. 2	<p><b>Geothermal Development and Planning</b></p> <p>Provides detailed information on geothermal legislation, research, development and planning. Lists location of geothermal exploration. Records interaction between the Oregon Institute of Technology and the Energy Program.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**8388: Energy Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-02-47405 Rev. 2	<b><i>Geothermal Resources, Research and Development – State, National, and International</i></b> Provides a comprehensive view of northwest, national, and international geothermal resources and development. Includes feasibility studies, reports, and planning studies that identify areas of potentials exploration and development of geothermal resources.	<b>Retain</b> for 15 years after end of calendar year <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR
93-07-52592 Rev. 2	<b><i>Manufactured Housing Acquisition Program (MAP), In-Plant Checklists and Approval Notices</i></b> These files provide documentation from Washington Mobile Home Manufacturers regarding building specifications, check lists, and building serial numbers. This data is required by contract to ensure MAP certification, and is also used to compile quarterly reports as part of the Bonneville Power Administration's Super Good Cents program.	<b>Retain</b> for 7 years after close of program <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49649 Rev. 2	<b><i>Northwest Energy Code Program Files</i></b> These files document the inquiries by builders and building officials regarding questions concerning the Northwest Energy Code. Includes duplicate summary reports of the number of calls received, sent to the International Conference of Building Officials.	<b>Retain</b> for 2 years after close of contract <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OFM

**8388: Energy Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-10-46798 Rev. 1	<b>United States, Western Regional Energy Policy</b> Provides a record of technologies for conserving energy in Washington State.	<b>Retain</b> until superseded <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
81-02-27269 Rev. 3	<b>Washington State Energy Code Development, Evaluation, and Finalization Materials</b> Documents the Energy Program's efforts and role in the creation and evaluation of the Washington State Energy Code and the final adoption of the Code by the Legislature. Includes documentation of: all actions and proceedings involved in Code creation; the Energy Program's role in the distribution of the instruction manual and the Code to all interested parties; efforts to assist in technical evaluation of the Code; and inquiries by builders, building officials, and general public regarding questions concerning the Code on Washington Ventilation and Indoor Air Quality Codes.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
90-10-46797 Rev. 1	<b>Washington State Energy Consumption and Production</b> Provides historical statistics of the consumption and production of all fuels by Washington State.	<b>Retain</b> until superseded <i>then</i> <b>Transfer</b> to Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM

**8401: Business Services – University Receivables/Cashier**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-11-23873 Rev. 2	<b>Authority for Guarantees</b> Record of correspondence from departments requesting guarantees of fees on student accounts.	<b>Retain</b> for 6 years after tuition expiration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
79-11-23876 Rev. 1	<b>Cancellation of Enrollment</b> Support for cancellation without refund.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
79-11-23884 Rev. 2	<b>Guarantee Account Files</b> Provides a record of transactions to and from guarantee accounts. Includes working files for guarantee payments.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 8535: Risk Management Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21220 Rev. 2	<b>Accident Report File/Auto and General Liability</b> Copies of claims and actions taken.	<b>Retain</b> for 3 years after claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-09-62106 Rev. 0	<b>Administrative Claims Files</b> Provides a record of claims by the University against a federal agency, e.g., FEMA. (Length of retention is in accordance with National Archives and Records Administration General Records Schedule 6, item 10: Administrative Claims files).	<b>Retain</b> for 6 years and 3 months after claim resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59838 Rev. 0	<b>Insurance Policies – Fire and Property/Casualty</b> Copies of insurance policies to insure against fire and other hazards.	<b>Retain</b> for 6 years after termination of plan <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59839 Rev. 0	<b>Insurance Policies – Nuclear and General Liability</b> Copies of nuclear and general liability policies	<b>Retain</b> for 10 years after termination of plan <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59840 Rev. 0	<b>Vehicle Accident Loss Reserve Fund File</b> Provides a record of annual premiums submitted by departments for deposit into the Vehicle Accident Loss Reserve Fund and money allocated to pay for repairs to University vehicles damaged in accidents and the administrative costs of processing vehicle-related claims.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**8569: WSU Spokane – Mathematics, Engineering, Science Achievement (MESA) Program**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-08-61551 Rev. 1	<p><b>Minor Student Activity Records</b></p> <p>Primary copy of the record of school, grade, and contact information for 7<sup>th</sup> thru 10<sup>th</sup> grade students participating in Mathematics, Engineering, Science Achievement (MESA) program.</p>	<p><b>Retain</b> for 5 years after end of academic year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**8605: Office of Research Assurances**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59866 Rev. 0	<b>Biological Safety Cabinet Evaluation and Monitoring</b> Provides a record of evaluation, certification, and monitoring of biological safety cabinets. (32CFR627.7(g))	<b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-10-62138 Rev. 0	<b>Conflict of Interest Review Board Records – Grant or Contract Involved</b> Provides a record of documentation, including conflict of interest resolution plans, relating to potential or actual financial conflict of interest cases reviewed by the Conflict of Interest Review Board, a WSU Presidential committee, and recommendations by the board regarding what conditions or restrictions should be imposed by the University to manage potential or actual conflicts of interest. NOTE: This records series applies to research proposals that involve grants or contracts. (Cutoff and length of retention is in accordance with 42CFR50.604.)	<b>Retain</b> for 3 years after submission of final expenditures report <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-10-62139 Rev. 0	<b>Conflict of Interest Review Board Records – No Grant or Contract Involved</b> Provides a record of documentation, including conflict of interest resolution plans, relating to potential or actual financial conflict of interest cases reviewed by the Conflict of Interest Review Board, a WSU Presidential committee, and recommendations by the board regarding what conditions or restrictions should be imposed by the University to manage potential or actual conflicts of interest. NOTE: This records series applies to research proposals that do not involve grants or contracts.	<b>Retain</b> for 3 years after conflict resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**8605: Office of Research Assurances**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59870 Rev. 1	<p><b><i>Federally-Required Presidential Committee Records – Grant or Contract Involved</i></b></p> <p>Provides a record of protocols and reports generated by federally-mandated University President’s committees, i.e., Institutional Biosafety Committee (IBC), Institutional Review Board (IRB), and Institutional Animal Care and Use Committee (IACUC) regarding research conducted on WSU campuses. May include names, classifications, and locations of biohazardous materials, e.g., infectious agents, oncogenic (tumor-causing) viruses, and recombinant DNA; records regarding the use of human subjects; and records regarding animal use. NOTE: This records series applies to research proposals that involve grants or contracts. (40CFR725.65, 40CFR725.950)</p>	<p><b>Retain</b> for 3 years after grant or contract ended <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-10-62141 Rev. 1	<p><b><i>Federally-Required Presidential Committee Records – No Grant or Contract Involved</i></b></p> <p>Provides a record of protocols and reports generated by federally-mandated University President’s committees, i.e., Institutional Biosafety Committee (IBC), Institutional Review Board (IRB), and Institutional Animal Care and Use Committee (IACUC) regarding research conducted on WSU campuses. May include names, classifications, and locations of biohazardous materials, e.g., infectious agents, oncogenic (tumor-causing) viruses, and recombinant DNA; records regarding the use of human subjects; and records regarding animal use. NOTE: This records series applies to research proposals that do not involve grants or contracts. (40CFR725.65, 40CFR725.950)</p>	<p><b>Retain</b> for 3 years after research project completed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 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.

### **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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