

Summary of Changes

Eastern Washington University Records Retention Schedule v.1.1 (October 2020)

New Records Series Added

- Three (3) new records series have been added to this records retention schedule:
 1. **Client History (DAN 20-10-69582) p.38**
“8 years after last visit and 3 years after client reaches age 18 (Non-Archival)”
 2. **Recordings from Mobile Devices – Incident Identified (DAN 20-10-69583) p.51**
“Until matter resolved and until exhaustion of appeals process (Non-Archival)”
 3. **Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN 20-10-69584) p.53**
“60 days after date of recording (Non-Archival)”

Retention Changes

- None

Other Minor Changes

- Seven (7) records series have changes to their title and/or description:
 1. **Donations/Gifts—Assets (DAN 17-12-69157) p.5**
 2. **Institutional Review Board (IRB) for Human Subjects Research—Administration and Research Oversight (DAN 17-12-69167) p.9**
 3. **Institutional Animal Care and Use Committee (IACUC)—Inspections, Reports, and Evaluations (DAN 17-12-69165) p.11**
 4. **Honorary Degrees (DAN 17-12-69162) p.20**
 5. **NCAA Eligibility—Sports Teams (DAN 17-12-69172) p.32**
 6. **Medical History—Non-Student/Non-Patient (DAN 17-12-69170) p.39**
 7. **Case Files—Juvenile Offenders (DAN 17-12-69145) p.44**

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- A total of three (3) “Non-Archival” records series are being revoked.
- Three (3) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Client History – Counseling and Psychological Services (DAN 17-12-69151)** covered by Client History (DAN 20-10-69582)
 2. **Client History – Dental Hygiene Clinic (DAN 76-07-17413)** covered by Client History (DAN 20-10-69582)
 3. **Client History – Student Health Clinic (DAN 17-12-69152)** covered by Client History (DAN 20-10-69582)

No Change in the Number of Records Series (91 series)