



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 (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

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

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

Revocation of previously issued records retention schedules

All previously issued records retention schedules to 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 August 3, 2022.

Signature on File

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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 29, 2016	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	June 14, 2017	Minor revisions.
1.2	June 5, 2019	Minor revisions.
1.3	August 5, 2020	General Update.
1.4	June 2, 2021	Minor revisions.
1.5	August 4, 2021	General Update.
1.6	August 3, 2022	Minor revisions to the “3040: WSU Police Department” section.

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



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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	Accreditation Records Documents the accreditation process (arrangements, self-study and site visit) and includes detail and final accreditation report.	Retain for 10 years after next accreditation <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
85-09-36077 Rev. 1	Ballots Official ballots for Faculty Senate members, officers, and committee members. <i>Note: The Faculty Senate office (office #3310) holds primary copies of ballots for Senate officers and committee members. The applicable college dean's offices hold primary copies of ballots related to college-level representation to the Faculty Senate.</i>	Retain for 2 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
04-06-60693 Rev. 1	Executive Ethics Board of Investigation Reports, University Copy 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.	Retain for 3 years after date of report <i>then</i> Destroy.	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	<i>Award Files</i> 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.	Retain for 2 years after award <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



WSU 03: Accounting/Fiscal Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-11-23905 Rev. 3	Advance Payments Listings List \$100 to \$500 advance payments from new students.	Retain until replaced <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-01-34887 Rev. 2	Audit Reports 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.) Excludes records covered by: <ul style="list-style-type: none">• <i>External Audits/Reviews of the Agency – Final Reports (DAN GS 04006);</i>• <i>External Audits/Reviews of the Agency – Interactions (DAN GS 04009).</i>	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63464 Rev. 1	Authorizations for Direct Deposit of Funds 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 and the Travel/Accounts Payable Reimbursement Direct Deposit Authorization.	Retain for 6 years after last activity or until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63471 Rev. 0	Budget Statement Used to communicate financial status of University accounts.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 03: Accounting/Fiscal Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63473 Rev. 0	Cash Advance Request (WSU 1060) Used to document a cash advance for work on grants or contracts.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
16-06-68987 Rev. 0	Code Book Provides a listing of all University account coding. (Retained in computer-generated microfiche.)	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
75-02-09214 Rev. 2	Consolidated Endowment Fund Quarterly Financial Reports Report financial condition of consolidated endowment fund.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
86-12-38992 Rev. 4	Contractual Delegation File 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.	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 03: Accounting/Fiscal Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47854 Rev. 1	<i>Donation and Fundraising Development Files</i> 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.	Retain for 6 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
07-08-61556 Rev. 1	<i>Emergency and Short-Term Loans to Students</i> 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.	Retain for 6 years after final payment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63483 Rev. 0	<i>Expenditure Transfer Request (WSU 1048)</i> Used by budget administrator and principal investigator to transfer identifiable direct charges between funding sources.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-03-59039 Rev. 2	<i>Financial Aid System Files</i> 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.	Retain for 4 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 03: Accounting/Fiscal Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63513 Rev. 1	Risk Assessment Documentation 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.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-05-31923 Rev. 0	Investment Working Files Provides a record of investment transactions.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
74-10-07042 Rev. 2	Letter of Credit Files 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63501 Rev. 0	Petty Cash Records Documentation Records activity of revolving interest accounts used to make miscellaneous or emergency purchases.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-09-51052 Rev. 1	Planning Budget Level Records Provides a record of financial areas' budget levels for the coming fiscal year. Includes journal vouchers, consideration sheets.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 03: Accounting/Fiscal Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63509 Rev. 1	<i>Request to Serve Food at Meetings and Training Sessions (WSU 1353)</i> 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.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63517 Rev. 0	<i>Special Course Fee Request (WSU 1224)</i> Used to request establishment of special course fees to pay for goods and services not provided by state appropriated funds or general student fees.	Retain for 2 years after fee termination <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 04: Information Service Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60335 Rev. 1	Academic Media Service (AMS) Statistics Provides a log of video conference and room usage. <i>Note: Retention based on functional use of the information by the department.</i>	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
19-06-69367 Rev. 0	Policy Exceptions Provides documentation of approvals for: <ul style="list-style-type: none">Information security policy exceptions (WSU Executive Policy #37), andUniversity data policy exceptions (WSU Executive Policy #8).	Retain for the life of the exception <i>then</i> Destroy	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63649 Rev. 0	Server Logs 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.	Retain for 1 month after date of daily record <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63516 Rev. 0	Software Inventory and Registration File 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.	Retain until software disposed of <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63535 Rev. 0	Annual Review of Faculty Evaluation of job performance.	Retain for 6 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63537 Rev. 1	Appointing Authority for Faculty, Administrative Professional, and Classified Employees Letters of delegation to employees who are authorized to sign employment forms.	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
07-12-61642 Rev. 2	Background Clearance Checks Provides a record of background clearance checks for full-time and temporary employees, or adult participants in University activities/programs (e.g. advisors, chaperones, volunteers) not employed by a school district in the state of Washington. May include criminal history checks, disclosure statements, background inquiry results, and record of permission from adult participants for University officials to conduct background clearance checks.	Retain for 3 years after termination of employment <i>or</i> 3 years after termination of participation in activity or program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63538 Rev. 0	Course Evaluation Summaries Completion of appraisals and comments from individual course/instructor evaluations.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63540 Rev. 0	Course/Instructor Evaluations A record of individual student or participant evaluations of content and presentation of a course.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63541 Rev. 0	Daily Activity Reports, Time Clock Cards, and Alternative Time/Piece Records 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63544 Rev. 0	Departure Notice 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.	Retain for 2 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63550 Rev. 0	Employment Record Request (WSU 1238) To request leave and benefits records from former state employers.	Retain for 6 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63553 Rev. 0	Expense Assignment Action (WSU 1260) Used for temporary changes in account assignment of personnel charges.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63557 Rev. 0	Graduate Faculty Appointment Files Provides a record of department appointments of faculty members to graduate faculty assignments. Files may include ballots, vita, and Admittance to Graduate Faculty forms.	Retain for 1 year after graduate faculty assignment ends <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63559 Rev. 1	HIPAA Security Agreement Provides a record of client confidentiality and security agreement signed by health care personnel, e.g., clinic personnel.	Retain for 6 years after termination of employment or termination of service <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
06-10-61318 Rev. 0	Liability Insurance Proof of student liability insurance policy or certificate from graduate students who serve as clinic personnel.	Retain for 10 years after last client treated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
02-09-60402 Rev. 1	Medical Insurance Policies Copies of medical insurance policies for student/graduate student assistant and other.	Retain for 6 years after policy expiration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63566 Rev. 0	Nonservice Pay Authorization (WSU 1314) Authorizes pay to WSU Fellows, trainees, interns, or other nonservice positions.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63569 Rev. 0	Payroll Deduction Forms Used to authorize deductions from payroll.	Retain for 6 years after last authorized deduction <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63570 Rev. 0	Payroll Expenditure Audit Report Department personnel download of payroll expenses indicating status of payroll records that will generate the next payroll. Allows department correction and Payroll follow up.	Retain for 4 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63572 Rev. 0	Personnel Action (WSU 1097) Used to authorize personnel transactions and communicate employment status of appointed employees to Human Resource Services.	Retain for 6 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63578 Rev. 4	<p>Personnel – Employment History Files</p> <p>Records related to an employee's University employment history. Also includes records relating to a volunteer's service with the University. Includes, but not limited to: Applications, resumes, and appointment letters; position eligibility and position held; eligibility requirements for position (i.e., certifications, transcripts, immunizations); disclosure of information to prospective employers in accordance with RCW 4.24.730; employee performance evaluations (i.e., completed and signed evaluations and expectations review and acceptance); 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>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Complaints and Grievances – Exonerated (DAN GS 03006);</i>• <i>Complaints and Grievances – Upheld (DAN GS 03003);</i>• <i>Retirement Verification (DAN GS 03032).</i>	<p>Retain for 40 years after termination of employment <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
11-12-63587 Rev. 0	<p>Position Identifying Description Changes (WSU 1265)</p> <p>A record of changes in position description when that is the only action required.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63594 Rev. 0	<p>Request for Name Change</p> <p>To request a name change in University records.</p>	<p>Retain for 1 year after data entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63595 Rev. 0	<i>Request for Positive Pay Report (WSU 1256)</i> Used to request pay for hours or pieces missed on Unit Pay Report.	Retain for 1 year after report generated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63543 Rev. 1	<i>Temporary Employee Departmental Files</i> 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), Temporary Employee Orientation Checklist, Parent School Authorization.	Retain for 1 year after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63602 Rev. 0	<i>Temporary Employment Application-Not Hired (WSU 1251)</i> Used by prospects to apply for temporary employment. (Candidate not hired by WSU.)	Retain until position filled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63603 Rev. 0	<i>Tenure/Promotion Evaluation Documents (denied candidates)</i> 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.	Retain for 35 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63606 Rev. 0	<i>Tenure/Promotion Evaluation Documents (successful candidates)</i> 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.	Retain for 6 years after award <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63609 Rev. 0	<i>Tenure/Promotion Support Documents (denied candidates)</i> 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>	Retain for 6 years after denial <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63610 Rev. 0	<i>Tenure/Promotion Support Documents (successful candidates)</i> 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>	Retain until award <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63560 Rev. 1	<i>Time and Leave Report Files</i> 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.	Retain 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> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 05: Payroll and Personnel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-12-60301 Rev. 2	Visiting Scholars File Provides a record of visiting scholars who attend or assist with University programs or training seminars. May include trainee files, Nonservice Pay Authorization copies, invoice vouchers, visa information, histories, correspondence, and final reports.	Retain for 6 years after termination of contract or termination of service <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 06: Property Management Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63485 Rev. 1	<i>Federal Excess Property File</i> Provides a record of the acquisition, utilization, and disposition of property acquired by WSU from the federal excess property program. Request documentation 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 Federal Excess Property Request (WSU 1303) and SF-122, Transfer Order — Excess Personal Property.	Retain for 6 years after item disposed of (permanent transfer) <i>or</i> 3 years after termination of contract (temporary transfer) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63492 Rev. 1	<i>Inventory Control Reports (Inventory and Surplus)</i> Provides a record of changes in the department's equipment inventory. Includes Inventory Control Reports (WSU 1033) and Surplus Disposal Requests (SDRs).	Retain for 6 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-03-45979 Rev. 2	<i>Property and Equipment Management File and Preventive Maintenance</i> 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.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	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	<i>Assumption of Risk and Release of Liability Forms – No Accident Claim (Under 18 Years)</i> 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.	Retain for 3 years + 60 days after 18 th birthday <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58498 Rev. 3	<i>Assumption of Risk and Release of Liability Forms – No Accident Claim (18 Years or Over)</i> 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.	Retain for 3 years + 60 days after termination of activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58500 Rev. 3	<i>Assumption of Risk and Release of Liability Forms – With Accident Claim</i> 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.	Retain for 3 years + 60 days after claim resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-07-62063 Rev. 1	<i>Minor Participant Guidelines and Emergency Care Agreements</i> 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.	Retain for 6 years after 18 th birthday <i>then</i> Destroy.	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	<i>Participant Guidelines and Emergency Care Agreements (18 Years or Over)</i> 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.	Retain 6 years after termination of participation in activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63650 Rev. 0	<i>Photograph/Recording Release Files</i> 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.	Retain for 6 years after disposal of image or recording <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
11-12-63651 Rev. 0	<i>Photograph/Recording Release Files for Minors</i> 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.	Retain 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> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



WSU 07: Public Affairs and Public Disclosure Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
21-06-69638 Rev. 0	<p>Title IX Records</p> <p>All relevant records related to Title IX Sexual Harassment, which includes:</p> <ul style="list-style-type: none">• Materials used to train Title IX coordinators, investigators, decisionmakers, and informal resolution facilitators; and• Records related to any Title IX Sexual Harassment investigation and determination, which includes: live hearing audio or audiovisual recording or transcript; disciplinary sanctions imposed on a respondent; remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity; appeals and results therefrom; and informal resolutions and results therefrom. <p><i>Note: Retention based on requirements in accordance with 34 CFR 106-45(b)(10).</i></p>	<p>Retain for 7 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 08: Purchasing Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63404 Rev. 0	Banquet Permit Authorization Requests University approval to apply for a Banquet Permit.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
03-07-60531 Rev. 1	Credit Card Administration Files (Card Issued) 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.	Retain for 6 years after termination of agreement <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-07-60532 Rev. 1	Credit Card Application (Denied or Not Issued) 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.	Retain until denial <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63412 Rev. 1	Discretionary (FN057) Account Exception Justifications Provides a record of approved exceptions to University guidelines for discretionary (FN057) accounts.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 08: Purchasing Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63413 Rev. 1	<i>Expenditure Authority Delegation (WSU 1198)</i> A form that delegates authority for approving various documents that obligate departmental funds.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
11-12-63415 Rev. 1	<i>Faculty Textbook Order Sheet</i> Used by faculty to identify textbook needs for each semester.	Retain until administrative purpose served <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63416 Rev. 0	<i>Interdepartmental Requisition and Invoice (WSU 1017)</i> Provides a record of approval for interdepartmental purchasing transactions.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63410 Rev. 0	<i>Departmental Requisition (WSU 1011)</i> Request from departments to WSU Purchasing for purchases outside the institution.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63428 Rev. 0	<i>Telecommunications Service Request</i> Provides a record of online request to move, change, disconnect, or add new telecommunications services, including telephone, voicemail, and Ethernet.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 09: Research and Sponsored Projects Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63429 Rev. 0	Cost Sharing Effort Inquiry Request (WSU 1288) 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.	Retain until data entered and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
20-08-69552 Rev. 0	Export Control Records Provides a record of the documentation required to be retained on the exports of commodities, software, or technology from the United States. It also includes a record of any known re-exports, trans-shipment, or diversions of items exported from the United States as per Export Administration Regulation 762.6. Documentation includes export control documents, memoranda, invitations to bid, financial records, etc.	Retain for 5 years after termination of funding period <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-02-62201 Rev. 0	Laboratory Notebooks (or Equivalent Records) – Patent Issued Provides a record of laboratory notebooks or equivalent records, which support patents in which the University has an ownership interest.	Retain for 23 years after patent issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63435 Rev. 0	Research Data 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.)	Retain for 3 years after project completion <i>then</i> Destroy.	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>Research Data-Potential Protectable Intellectual Property (Patent Application Denied)</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>Retain for 6 years after patent application denied <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-02-62200 Rev. 0	<p>Research Data-Protectable Intellectual Property (Patent Issued)</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>Retain for 6 years after patent issued <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63438 Rev. 0	<p>Sponsored Project Allocation Notice</p> <p>Informs investigators and departments of object allocations and other accounting information regarding grants and contracts.</p>	<p>Retain until receipt of notice <i>then</i> Destroy.</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	<i>Unfunded Proposal File</i> Provides a record of research proposals sent to sponsors and currently unfunded.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63617 Rev. 1	<i>Accident/Illness Prevention Program</i> Records related to prevention program intended to reduce work hazards, promote well-being of personnel, and lower industrial accidents. Includes, but is not limited to: Distancing and Disinfection Plans.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59786 Rev. 1	<i>Air Operating Permit Reports and Associated Data</i> 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).	Retain for 5 years after date of report or date of measurement <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-08-59215 Rev. 1	<i>Animal Medical and Laboratory Records Files</i> 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.	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59867 Rev. 0	<i>Bloodborne Pathogen Program Records</i> Provides a record of bloodborne pathogen safety training. (29CFR1910.1030(h)(2)(ii))	Retain for 3 years after date of training <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63620 Rev. 1	Chemical Collection Request Provides a record of recycled or disposed of hazardous chemical wastes. <i>Note: Length of retention is in accordance with WAC 173-303-210.</i>	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62314 Rev. 0	Chemical Exposure Records Provides a record of the chemical identity and exposure levels, employee names, locations, and tasks. (WAC 296-802)	Retain for 70 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63619 Rev. 1	Chemical Spill Management Records 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. NOTE: In case of employee exposure or potential exposure, the applicable records are transferred and retained under the records series Chemical Exposure Records (DAN 10-12- 62314).	Retain for 30 years after activity <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62325 Rev. 4	Compost and Solid Waste Handling Facility Records Permits issued by the Whitman County Department of Health to maintain compost and solid waste handling facilities and records of inspections of the University's compost and solid waste handling facilities. Requirement to retain records and length of retention is in accordance with WAC 173-350-220(6)(d).	Retain for 5 years after permit termination date <i>or</i> 5 years after end of calendar year of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59225 Rev. 1	Controlled Substance Card 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].	Retain for 2 years after bottle emptied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-08-59224 Rev. 1	Controlled Substance Logbook 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.	Retain for 2 years after end of fiscal year in which book completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59219 Rev. 1	<i>Controlled Substance Purchase and Tracking Records</i> 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).	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59788 Rev. 4	<i>Drinking Water Chlorination Reports</i> Provides a record of chlorination levels in public water systems. Requirement to retain records and length of retention is in accordance with DOH rules, WAC 246-290-480(1)(g).	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62319 Rev. 0	<i>Drinking Water System Plan</i> Provides a record of strategic and comprehensive plans for the administration, reorganization, and/or operation of WSU-controlled systems. (Length of retention in accordance with WAC 246-290-100(10). Applicable system criteria specified in WAC 246-290-100(2).)	Retain for 6 years after superseded or system no longer meets WAC criteria <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59789 Rev. 3	<i>Drinking Water Systems Surveys and Special Purpose Investigation Reports</i> 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)(a), and WAC 246-290-485.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-08-59222 Rev. 1	<i>Drug Enforcement Administration (DEA) Report</i> Provides a record of the retention and disposition of drugs used in animal care and testing.	Retain for 2 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63622 Rev. 0	<i>Fall Protection Work Plan</i> Documents actions taken to prevent falls. Required of persons when working ten or more feet above the ground, water surface or the level below.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59834 Rev. 1	<i>First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) Training Records</i> Provides a record of first aid, and CPR/AED training including class rosters and training exam results. This series includes a tracking database.	Retain for 5 years after date of training <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59783 Rev. 1	<i>Food Service Establishment Inspection Reports</i> 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.)	Retain for 6 years after date of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59784 Rev. 1	Food Service Establishment Permits 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.)	Retain for 3 years after termination of permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
10-12-62316 Rev. 1	Food Worker Authorizations 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)	Retain for 5 years after date of issue <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-02-62418 Rev. 0	Greenhouse Gas Emission Data and Reports for EPA 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 <i>CFR</i> Part 98 Subpart A. Length of retention is in accordance with EPA regulations, 40 <i>CFR</i> 98.3(g).	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63624 Rev. 0	Hazard Communication Program 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.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63625 Rev. 0	Hazard Notification (WSU 1247) Reports of safety hazards or unsafe practices.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63627 Rev. 0	Hazardous Materials Shipping Papers 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).	Retain for 2 years after date of shipment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63628 Rev. 0	Incident Report (WSU 1131) Used to report injury, illness, or workplace incident involving WSU personnel or third parties (e.g., student, off-duty employee, visitor, volunteer).	Retain for 6 years after claim resolved <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
11-12-63631 Rev. 0	Industrial Accident Witness Statement Used by a witness to provide a written account of an accident involving WSU personnel.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59871 Rev. 1	Laboratory and Clinic Safety Program Records Provides a record of laboratory and clinic safety programs. Includes, but is not limited to, safety audits; logs regarding mechanical, chemical, and biological monitoring of equipment (e.g., autoclaves, refrigerators); training; and reports. (32CFR627.7(g))	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62323 Rev. 0	Medical Surveillance Files Provides a record of the physical condition of certain University employees over time; provides health benchmarks and data regarding possible exposures.	Retain for 70 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
00-07-59787 Rev. 1	Notice of Construction Permits for New Air Emission Sources 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> .	Retain for 5 years after life of facility <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-06-68983 Rev. 0	Nuclear Reactor Facility Records 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.) NOTE: This records series does not include reactor fuel records (see DAN #89-02-43760).	Retain for 10 years after facility ceases in operation <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
00-07-59785 Rev. 3	On-Site Sewage System Permits Provides a record of permits issued by local health jurisdictions for on-site disposal of sewage. Records retention requirement in accordance with WAC 246-272A-0200 and WAC 246-272B-02700.	Retain for 3 years after life of system <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68984 Rev. 1	Radiation Safety Records Provides various records regarding the University departmental use of radioactive materials and machines. Includes, but is not limited to, records of use applications, authorizations, assignments, and protection; 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. Length of retention is in accordance with WAC 246-221-230(7).	Retain for 30 years after termination of WSU radioactive materials license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62360 Rev. 0	Registered Pesticide Application Records 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. Length of retention is in accordance with WAC 16-228-1320(3).	Retain for 7 years after date of application <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62324 Rev. 1	Respirator Program Records Provides a record of authorization for respirator use based on any employee medical conditions requiring prior physician approval, workplace/hazard exposure information, respirator selection, respirator fit-testing, and employee training for respirator use. Includes Respirator Authorization/Respirator Fit-Testing and Training Record and copies of written responses by physician/licensed health care practitioners to Labor & Industries medical questionnaires. (WAC 296-842, WAC 296-802)	Retain for 70 years after end of calendar year <i>then</i> Destroy.	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	Safety and Fire Inspection Checklist Used to conduct self-inspection of department/work area. Note: Any problems found are reported to the applicable supervisors and Environmental Health and Safety (EH&S) using Self-Inspection Worksheet or Hazard Notification forms.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63640 Rev. 0	Safety Orientation Checklist (WSU 1249) Documents review of safety procedures.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63641 Rev. 0	Self-Inspection Worksheet Documents findings and corrective actions resulting from self-inspection of the work area.	Retain for 6 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
00-07-59793 Rev. 1	State Waste Water Discharge Permit Reports Provides a record of Washington State Department of Ecology (Ecology)-required reports for disposal of waste water. (WAC 173-216) Length of retention is in accordance with WAC 173-220-210(2)(c)).	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59776 Rev. 1	State and Higher Education Hazardous Waste Contracts 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.)	Retain for 50 years after termination of contract <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
17-06-69108 Rev. 1	Sterilization Equipment Logs Provides a record of sterilization equipment (e.g., autoclaves) monitoring to ensure no bacterial growth from the equipment. Log information may include, but is not limited to: <ul style="list-style-type: none">• Chemical and biological indicator test results;• Sterilizer maintenance and wrapping;• Load numbering of packs. Length of retention is in accordance with WAC 246-145-030.	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59794 Rev. 2	Stormwater Permit Files 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. 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).	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 10: Safety Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63643 Rev. 0	<i>Supervisor's Accident Investigation Report (WSU 1246)</i> Records accident investigation by supervisor.	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59795 Rev. 2	<i>Swimming Pool Records</i> Includes the following records required under DOH rules in accordance with WAC 246-260: <ul style="list-style-type: none">• Permits allowing the University to operate swimming pools (WAC 246-260-101(3)(a))• Water quality data and samples; swimming pool sanitation inspections; and safety and water quality surveys performed by EH&S. Length of retention is in accordance with WAC 246-260-121(3)(a).	Retain for 3 years after end of calendar year <i>or</i> termination of permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63633 Rev. 1	<i>Van Driver Required Documentation</i> Provides a record of driver and manager/supervisor acknowledgment of risks, responsibilities, and recommended safe driving practices for operating passenger vans. Includes DES forms: Authorized Driver Acknowledgement, Safe Van Driving Practices Acknowledgement Statement, and Valid License to Drive and Driving Experience Statement.	Retain for 3 years after termination of WSU affiliation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63634 Rev. 1	<i>Van Driver Required Documentation--Van Drivers Who Drive Minors</i> 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 DES forms: Authorized Driver Acknowledgement, Safe Van Driving Practices Acknowledgement Statement, and Valid License to Drive and Driving Experience Statement.	Retain for 21 years after termination of WSU affiliation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 11: Security Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63615 Rev. 0	Key Assignment Record (WSU 1210) Provides a record of all keys assigned to an individual.	Retain for 1 year after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63616 Rev. 0	Key Roster Provides a record of all key holders assigned a specific key.	Retain for 1 year after key removed from service <i>then</i> Destroy.	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	<i>Academic Catalog and Class Schedule</i> 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.	Retain for 50 years after end of academic year or summer session <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
07-12-61638 Rev. 3	<i>Academic Counseling Files</i> 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.	Retain for 4 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58518 Rev. 3	<i>Activity/Club/Trip Records</i> 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.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-09-60409 Rev. 0	<i>Admission Application Materials – Not Enrolled</i> Provides a record of admission application and supporting documentation for students who do not enroll at WSU. Paper originals may be destroyed after scanned and verified plus 1 year.	Retain for 3 years after end of semester <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63441 Rev. 1	<i>Class Examinations, Papers, Assignments, Agreements, Correspondence</i> 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.	Retain for 1 year after end of term <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58469 Rev. 1	<i>College and University Residence Questionnaire (Undergraduate Students)</i> Provides a record of students' requests and processing for state of Washington residency for purposes of obtaining in-state tuition.	Retain 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-10-51358 Rev. 1	<i>Complaint File</i> 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.	Retain for 3 years after complaint resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47849 Rev. 1	<i>Continuing Education</i> Records of each offering and program including budget, class roster, summary, and handouts. Including, but not limited to, record of certification of completion of continuing education credits by pharmacists as required by the American Council of Pharmacy Education.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63442 Rev. 0	Course History Files Provides a record of the content of approved academic courses. May include course descriptions, sample examinations, textbook lists, bibliographies, syllabi, class presentation material, etc.	Retain until course discontinued <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
11-12-63443 Rev. 0	Curriculum Development File Committee minutes, annual reports, faculty development reports, major and minor course changes, and related information.	Retain for 5 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
98-10-58849 Rev. 0	Daily Eligibility Reports 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.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-09-55849 Rev. 3	<i>Disabled Student Folders</i> 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.	Retain for 10 years after the last date the student was in contact with Disability Service office <i>or</i> 4 years after student's graduation date from WSU <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-09-62112 Rev. 1	<i>Election Records-Associated Students of Washington State University</i> Provides a record of election processes and results of voting by WSU students for student government officers.	Retain for 5 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-07-60395 Rev. 3	<i>Electronic Prospective Student Data</i> Database provides a record of prospective student data for recruitment purposes only. Secondary copies of this series include records of interaction with community colleges for purposes of recruitment; departmental lists of prospective student information showing fields of interest, scholarships, and awards; and background information obtained from non-WSU sources for import into the prospective student database.	Retain for administrative purpose served <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-07-59805 Rev. 0	<i>Emergency Notification</i> Provides a record of notification to professors by memorandum when students will be missing class due to an emergency situation.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59837 Rev. 2	<i>Employee Tuition Waiver Files</i> 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.	Retain for 4 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-10-51357 Rev. 2	<i>Enrollment and Status Changes</i> 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. 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. <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>	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51051 Rev. 1	<i>Fee Waiver File</i> Provides a record of allocated tuition fee waivers for undergraduates. Includes applications, approved allocations, statistical reports, and copies of Temporary Employment Applications.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-63444 Rev. 1	<i>Grade Files</i> 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.	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
16-06-68982 Rev. 2	<i>Health Client Files (Age 18 and Over)</i> 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; HIPAA notice of privacy acknowledgement records; 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 RCW 70.41.190, RCW 70.02.030, and WAC 246-320-166.)	Retain for 10 years after last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-08-69553 Rev. 0	Health Client Files (Under Age 18) Provides a record of University health care practitioner consultation and treatment of clients under age 18. 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; notice of privacy acknowledgement records; 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 RCW 70.41.190, RCW 70.02.030, and WAC 246-320-166.)	Retain for 10 years after last activity <i>or</i> 3 years after patient attains age 18, <i>whichever is longer</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
75-08-13202 Rev. 2	Internship Program File Intern and sponsor data relating to selection and work of student interns.	Retain for 3 years after termination of project <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
85-01-34896 Rev. 3	Program Advisor File – Associated Students of WSU Documents the activities of student organizations.	Retain for 5 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58484 Rev. 3	Registered Student Organization Files Files containing approved constitutions, past officer cards, and yearly Organization Report forms.	Retain for 6 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63452 Rev. 0	Scholarships Awarded by Departments – Recipient Records Provides a record of recipients of departmentally-administered scholarship funds. May include applications, departmental scholarship authorization forms, rating forms, award notifications, etc.	Retain for 6 years after award <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63451 Rev. 1	Scholarship Program Administration Files Provides a record of a scholarship program administered by a University department. May include establishment of fund, correspondence, list of recipients, etc.	Retain for 6 years after termination of program <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
79-11-23869 Rev. 2	Scholarship Transaction Files 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-10-58846 Rev. 3	Student Admissions and Registration Records – Enrolled 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. <i>Note: Paper originals may be destroyed after scanned and verified plus 1 yr.</i>	Retain for 50 years after last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-09-60404 Rev. 1	<i>Student and Graduate Student Assistant (GSA) Medical Insurance Enrollment Records</i> Record of who is enrolled in student and graduate student assistant medical plans.	Retain for 3 years after end of plan year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-10-58862 Rev. 2	<i>Student Athlete Eligibility Files</i> 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.	Retain for 10 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
11-12-63454 Rev. 0	<i>Student Data Warehouse</i> Provides a record of demographic information about students, courses enrolled, and transcript data. Also includes enrollment statistics for each course offering.	Retain for 45 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-10-51356 Rev. 3	<i>Student Disciplinary Records</i> Provides a record of student discipline cases. Includes, but is not limited to: filed complaints and grievances, police reports, hearing questions and notes, sanctions invoked, data on others involved, final resolutions. Excludes: <ul style="list-style-type: none">Situations when the sanction invoked is expulsion of the student, in which case the final decision letter is transferred to the series <i>Student Disciplinary Records – Expulsion – Final Decision Letter (DAN 17-06-69109)</i>;Records covered by <i>Title IX Records (DAN 21-06-69638)</i>.	Retain for 7 years after case resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69109 Rev. 0	<i>Student Disciplinary Records – Expulsion – Final Decision Letter</i> Provides a record of student discipline cases in which expulsion is the sanction invoked. Includes, but is not limited to, police reports, hearing questions and notes, and data on others involved.	Retain for 25 years after case resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-03-59042 Rev. 2	<i>Student Financial Aid Records</i> 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. Retention length is in accordance with RCW 40.14.060.	Retain for 6 academic years <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63455 Rev. 0	<i>Student Folders</i> 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.	Retain for 1 year after student graduates, transfers, quits <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 12: Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63448 Rev. 2	<i>Student Information System (SIS) – Enrollment Data</i> 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.	Retain for 10 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63449 Rev. 2	<i>Student Information System (SIS) – Student Data</i> 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.	Retain for 60 years after individual graduates, transfers, quits <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-63458 Rev. 2	<i>Student Transcripts</i> A student's grade record towards a degree.	Retain permanently.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
99-12-59548 Rev. 1	<i>Summer Session Information</i> 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.	Retain for 4 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-02-56474 Rev. 1	<i>Veterans' Records</i> Provides a record of documents affecting a veteran's status, e.g., letters and forms from Veterans Affairs, work-study documentation.	Retain for 5 years after last activity <i>then</i> Destroy.	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	<i>Writing Assessment Files</i> 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.	Retain for 5 years after timed writing date or last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



WSU 13: Travel Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68990 Rev. 0	<i>Rental Vehicle Credit Card Log</i> PC-based program tracking department credit cards.	Retain for 1 year after cancellation of card <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2. DEPARTMENTAL SERIES

0006: College of Nursing – Finance and Administrative Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47846 Rev. 1	<i>Nursing Student Folders</i> 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 16-06-68989].	Retain for 5 years after student graduates, transfers, quits <i>then</i> Microfilm and verify <i>then</i> Destroy, as noted.	NON-ARCHIVAL NON-ESSENTIAL OFM
16-06-68989 Rev. 0	<i>Purged Nursing Student Folders</i> 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.	Retain for 30 years after student graduates, transfers, quits <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0008: Elson S. Floyd College of Medicine

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-12-34784 Rev. 3	<p>Willed Body Program – Donor Files</p> <p>Used to monitor status of active body donations and inactive donors whose bodies have been cremated. These files are housed in the Elson S. Floyd College of Medicine, WSU Spokane. Cadavers are usually kept up to four years. Some cadavers are leased to other learning institutions. File may include:</p> <ul style="list-style-type: none">• Donation consent forms.• Donor personal information and health history.• Information about disposition of remains after cremation.• Documentation of agreement with other institutions if cadavers are loaned.• Documentation for monitoring status of prosected parts from selected cadavers.	<p>Retain for 6 years after cremation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



0012: Carson College of Business

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-01-31118 Rev. 1	<i>Masters Papers File</i> 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.	Retain for 5 years after departure of student <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0014: Murrow College of Communication

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60318 Rev. 2	Annual Radio Employment Report Provides a report of employment per radio station, as per FCC regulations. (47CFR73.2080)	Retain for 5 years after end of calendar year <i>or</i> until station license is renewed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60320 Rev. 2	Annual TV Employment Report Provides a report of employment per television station, as per FCC regulations. (47CFR73.2080)	Retain for 7 years after end of calendar year <i>or</i> until station license is renewed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60322 Rev. 0	Daily Operation Report Documents daily radio operations. <i>Note: Retention length due to functional use of the information by the department.</i>	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60324 Rev. 0	Emergency Alert System Records Documents Emergency Alert System (EAS) operations and readiness, as per FCC regulations. (47CFR73.1250 and .1840)	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0014: Murrow College of Communication

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-12-16236 Rev. 0	Equipment Receipts Record of loaned items.	Retain for 1 year after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60326 Rev. 2	FCC Authorization File 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: NWPB radio station license lasts 8 yrs., television station license lasts 8 yrs. (47 CFR 73.3526)</i>	Retain until stations cease operations <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
02-01-60327 Rev. 1	FCC Investigations or Complaints Provides a record of materials on any report to the licensee concerning FCC investigations or complaints, as per FCC regulations. (47CFR73.3526)	Retain for 1 year after investigation complete and written notification sent by FCC to station director <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60328 Rev. 1	Political Files 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. (47 CFR 73.1943, RCW 42.17.110)	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0014: Murrow College of Communication

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60329 Rev. 0	Public Broadcasting Manual Manual of FCC rules and regulations covering the operation of public broadcasting radio and television stations. (47CFR73.3526)	Retain until superseded <i>or</i> until stations cease operations <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60330 Rev. 2	Radio Issues/Program List 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)	Retain for 5 years after end of calendar year <i>or</i> until station license renewed <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
02-01-60331 Rev. 0	Radio Local Public Notice Announcements 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)	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0014: Murrow College of Communication

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-10-34650 Rev. 2	<i>TV and Radio Program and Engineering Logs</i> Documents operating parameters of television and radio stations, as per FCC regulations. (47CFR73.1840)	Retain for 2 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
84-10-34651 Rev. 3	<i>TV Issues/Program List</i> 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.	Retain for 7 years after end of calendar year <i>or</i> Until station license renewed <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
02-01-60333 Rev. 0	<i>TV Local Public Notice Announcements</i> 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)	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0014: Murrow College of Communication

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-01-60334 Rev. 1	<i>TV Must-Carry Requests</i> 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)	Retain until request period completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



0016: Graduate School

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



0017: International Programs

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-08-62294 Rev. 1	<i>Foreign Faculty Files</i> 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.	Retain for 6 years after last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-08-62295 Rev. 1	<i>Foreign Student Files</i> 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.	Retain for 6 years after last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



0020: Vice President for Finance and Administration

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



0021: Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-05-61517 Rev. 0	<i>Backflow Incidents and Cross-Connection Control Annual Reports</i> 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))	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-05-61518 Rev. 0	<i>Cross-Connection Control Inventory Information</i> 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))	Retain 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> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-05-61519 Rev. 0	<i>Daily Source Meter Readings</i> 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))	Retain for 10 years after end of fiscal year <i>then</i> Destroy.	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	<i>Master List of Service Connections and/or Consumer's Premises</i> 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).)	Retain for 2 years after service connections and premises no longer pose a cross-connection hazard to WSU controlled drinking water system <i>then</i> Destroy.	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	<i>Research Misconduct Files</i> 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))	Retain for 7 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



0041: WSU Extension

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47840 Rev. 1	<i>Federal Plan of Work</i> State and county report describing activities to be undertaken.	Retain for 8 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
75-10-15939 Rev. 2	<i>Federal Reports of Accomplishment</i> A summary of activities conducted by state and county offices.	Retain for 2 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
08-03-61757 Rev. 0	<i>Marketing Materials</i> Brochures, CDs, and DVDs prepared and distributed to the public to promote the services of WSU Extension in the community.	Retain for 1 year after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1220: Alumni Association

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-01-21899 Rev. 0	Alumni Board Meeting Minutes Documents actions of board.	Retain for 20 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (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	<i>Archeological Research Data</i> Provides a record of information collected by University archeological research teams.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM
83-11-33255 Rev. 0	<i>Theses and Dissertations</i> Provides a record of projects prepared for completion of requirements for graduate degrees in the Department of Anthropology.	Retain 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	Medical Insurance Records Billings and reimbursements for athletically related injuries and illnesses. Parent medical insurance information to support claims.	Retain for 6 years after claim resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
96-11-57170 Rev. 0	NCAA Forms Provides a record for NCAA membership and compliance purposes.	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-12-16352 Rev. 0	Ticket Applications Requests for season or single game tickets.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1470: Procedures, Records, and Forms

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-02-60803 Rev. 0	Forms Users Database Database used to generate number series for tracking WSU Invoice vouchers. This database includes the WSU Invoice (Receivables System) Number File.	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
05-02-60804 Rev. 0	Review Record Database summary of policies and procedures manuals revision drafts sent for review and approval.	Retain for 6 years after new section or revision published <i>then</i> Destroy.	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	<i>Federal Student Aid Programs Applications and Reports</i> 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.)	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1970: Dining Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-11-60605 Rev. 1	<i>Dining Services Employee Acknowledgment Files</i> 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.	Retain for 6 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-05-56648 Rev. 0	<i>Dining Services Incident Reports</i> Provides a record of incidents occurring within unit, e.g., theft, vandalism, and disruptions.	Retain for 4 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-05-56656 Rev. 1	<i>Interunit Transfer Vouchers</i> Provides a record of transfers of products or labor between Dining Service units.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-05-56678 Rev. 1	<i>Student Employee Earned Meal Slip (unit office)</i> Provides verification that a student employee is eligible for a meal during the work shift.	Retain until end of activity <i>then</i> Destroy.	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	<i>Transmittal Letters to Bank</i> Support for disbursement of payroll to bank.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2120: Office of Research Support and Operations (ORSO)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62138 Rev. 1	<i>Conflict of Interest Database</i> Database that tracks research employee's conflict of interest cases (re: EP27).	Retain for 3 years from termination of case then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
19-06-69366 Rev. 0	<i>MyResearch Portal for ORSO Mandatory Trainings</i> Daily list of WSU personnel who completed mandatory trainings through the ORSO MyResearch online Portal. Trainings include, but are not limited to, Responsible Conduct of Research and Financial Conflict of Interest.	Retain for 5 years from completion of training then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2210: Department of Horticulture

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



2300: Institutional Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-02-60806 Rev. 1	<i>Historical Records</i> 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.	Retain for 20 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



2360: Office of the Campus Veterinarian

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-08-59213 Rev. 0	Animal Census Report Files 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.	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59214 Rev. 1	Animal Facilities Site Visit Records 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.	Retain for 2 years after date of visit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59231 Rev. 2	Animal Health Certificates <ul style="list-style-type: none">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.	Retain for 1 year after disposition of animal <i>or</i> 3 years after project completed <i>then</i> Destroy.	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	<i>Animal Identification and Disposition Files</i> 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.	Retain for 3 years after disposition <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59216 Rev. 0	<i>Animal Subject Approval Form (ASAF) Files</i> 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.	Retain for 3 years after completion of project <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59217 Rev. 0	<i>Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Annual Report</i> Provides a record of annual report submitted to the AAALAC concerning Office of the Campus Veterinarian program operations for the year.	Retain for 3 years after report submitted <i>then</i> Destroy.	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	<i>Association for the Accreditation and Assessment of Laboratory Animal Care, International (AAALAC) Program Descriptions</i> 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.	Retain for 3 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59226 Rev. 0	<i>Public Health Service (PHS) Annual Report</i> 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.	Retain for 3 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59227 Rev. 0	<i>Public Health Service (PHS) Assurance</i> 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.	Retain for 3 years after proposal period completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-08-59228 Rev. 0	<i>Serology Reports</i> Provides a record of animal bodily fluids testing (serology) conducted for WSU by various companies, most often related to rodent health monitoring.	Retain for 3 years after completion of project <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2360: Office of the Campus Veterinarian

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



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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-11-60597 Rev. 1	<i>Registration Forms and Daily Register</i> 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.	Retain for 10 years after end calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2580: Museum of Art

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
75-09-14243 Rev. 3	<i>Exhibition Folders</i> Documents the development and operation of each exhibit. Includes gallery exhibit descriptions, and gallery attendance documents and summary graphs.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM
17-06-69099 Rev. 0	<i>Museum of Art and Fine Arts Department Historical Documents</i> Documents the history of the Museum of Art and Fine Arts Department.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-09-14246 Rev. 0	<i>University Art Collection/Accession Data</i> Documents acquisition and use of University's art holdings.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM



2630: Nuclear Radiation Center

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-02-43760 Rev. 2	Reactor Fuel Records 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.)	Retain for 10 years beyond life of the facility <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2690: University Ombudsman

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50218 Rev. 1	University Ombudsman Annual Report Provides a summary of the Ombudsman's activity for a given academic year.	Retain until for 25 years after end of academic year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
92-03-50217 Rev. 0	Case Files Provides a record of complaint investigation.	Retain until after claim resolved <i>then</i> Destroy.	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	<i>Accumulative Calendar Year-To-Date Expense Microfiche</i> 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.	Retain for 100 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
16-06-68988 Rev. 0	<i>Earnings Statement Microfiche</i> 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.	Retain for 100 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
75-02-09276 Rev. 1	<i>Master File Maintenance Input</i> 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).	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59807 Rev. 0	<i>Relocation Expense Request</i> To request payment of taxable relocation expenses.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2710: Payroll Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-12-59517 Rev. 0	<i>Social Security Number Changes</i> File may include employee name, job type, incorrect and correct social security number, and copy of social security card.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99-12-59507 Rev. 0	<i>State Retirement Reporting</i> 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.	Retain for 6 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
99-12-59508 Rev. 0	<i>Teachers Insurance Annuity Association (TIAA) and Investment Retirement Reporting</i> 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.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
75-02-09307 Rev. 1	<i>Unemployment Compensation Expense Files</i> Calculate distribution of unemployment insurance expense.	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2870: President's Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-06-68986 Rev. 0	Board of Regents' Minutes, Archival Microfilm Copy Microfilm copy of Board of Regents' minutes.	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	<i>Experiment Signup Sheets</i> Record of individuals who sign up for various experiments conducted during each semester.	Retain for 6 months after end of semiannual period <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2909: Housing and Conference Services

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



2930: Radiation Safety Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69365 Rev. 0	<p>Compliance Records</p> <p>Records related to, or which may help establish, compliance with Chapter 246-247 WAC, such as:</p> <ul style="list-style-type: none">• Reports of air sampling, surveys, annual reports, etc. (License Condition 37.D. and 40 CFR 61.95);• Records of the quality assurance program to assure the reliability and accuracy of Liquid Scintillation Counters used by Radiation Safety for analyzing wipe samples (License Condition 29);• Survey results from surveys performed by RSO staff, authorized users, and radiation workers and laboratory audits which include surveys (License Condition 27). WAC 246-247-080(8).	<p>Retain for 5 years after record creation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2930: Radiation Safety Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69368 Rev. 0	<p><i>Radiation Program Records – Short Term</i></p> <p>Records specified under WAC 246-221-230(9) and other related documents. Includes, but not limited to:</p> <ul style="list-style-type: none">• Records created by authorized users and kept in laboratory, including: inventories, users log sheets, and user surveys. WAC 246-221-230 (9)(e);• Records related to annual calibration of radiation detection instruments. WAC 246-221-230 (9)(d) and WAC 246-240-566;• Records related to the decommissioning funding plan and financial assurity, updated every three years. WAC 246-235-075;• Records related to the results of sealed source leak tests. WAC 246-240-113. Length of retention in accordance with WAC 246-240-572.;• Records of purchase approvals for radioactive materials or radiation producing machines. WAC 246-221-230 (9)(e);• Documents radioactive waste held for decay in storage by laboratories and RSO. WAC 246-221-230 (9)(f) and 246-240-128;• Includes audits, where required, and other reviews of program content and implementation including annual audits of RSO by RSC. Also includes RSC meeting agendas and minutes. WAC 246-221-230 (9)(e);• Documents a record of sealed source leak tests and inventory. WAC 246-221-080 and WAC 246-240-113. Records retention requirement found in WAC 246-240-572.;• Documents the surveys performed on radioactive material when it arrives on WSU property. WAC 246-221-230(9)(c).	<p>Retain for 3 years after record creation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2930: Radiation Safety Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69369 Rev. 0	<p><i>Radiation Protection Plan Policies, Procedures, and Authority Records</i></p> <p>Records related to the management of a radiation protection plan, such as:</p> <ul style="list-style-type: none">• Policies and procedures of the Radiation Protection Program. WAC 246-221-230 (8)(c);• Delegation of authority to the Radiation Safety Officer from the institutional official. WAC 246-240-051;• Documents related to applications for use of radioactive materials or machines at WSU and all successive records regarding authorization. WAC 246-221-230 (8)(c). <p><i>Note: Length of retention is in accordance with WAC 246-221-230 (8).</i></p>	<p>Retain for lifetime of license <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
19-06-69370 Rev. 0	<p><i>Radioactive Material Inventory, Licenses, and Waste Management</i></p> <p>Records related to radioactive material management, such as:</p> <ul style="list-style-type: none">• Database which tracks all radioactive orders, storage and decay and the eventual disposal of the radioactive material. WAC 246-221-230 (8)(a);• Radiation license, application, and correspondence regarding Radioactive Materials License (WN-C003-1). WAC 246-221-230 (8)(c). <p>Records related to the management of radioactive waste, such as:</p> <ul style="list-style-type: none">• Records of Radioactive Waste disposed of via sewer release or air release. WAC 246-221-230 (8)(a);• Records that documents radioactive waste shipped off-site for disposal. WAC 246-221-230 (8)(a) and License Condition 35. <p><i>Note: Length of retention is in accordance with WAC 246-221-230 (8).</i></p>	<p>Retain for lifetime of license <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2930: Radiation Safety Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69373 Rev. 0	<i>Shipping Records – Licensed Materials</i> Includes documents of shipments of radioactive materials to other licensed users (length of retention in accordance with WAC 246-231-136) and to authorized users within the WSU system. 49 CFR 172.201.	Retain for 3 years after shipment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2970: Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58847 Rev. 0	Census Reports Demographic information about students, including enrollment statistics and student names.	Retain for 12 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-10-58848 Rev. 2	Commencement Program and Diploma Books 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.	Retain for 50 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
98-10-58858 Rev. 0	Name Change Provides a record of name changes authorized by students.	Retain for 50 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
05-10-61052 Rev. 0	Transcript Requests 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2970: Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-06-62033 Rev. 0	<i>Undergraduate Change of Major and Certification of Second Major and Minor Forms</i> Provides a record of certification of second major or minor, change of major, and completion of minor or second minor forms.	Retain for 4 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-10-58864 Rev. 1	<i>Undergraduate or Professional Applications for Degrees or Certificate</i> 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.	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	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	Daily Cash Balance/Revenue Pool Accounts Daily cash balance report used in the preparation and submission of daily cash draws to sponsoring agencies.	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-07-55767 Rev. 0	Federal Indirect Cost Rate Agreement Contains the indirect cost rate, period, base and application for charging federally sponsored projects both on- and off-campus.	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



(3020): Public Safety Administration – Fire and Safety Compliance

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69364 Rev. 0	Access Logs Includes: <ul style="list-style-type: none">• Written log of all instances of access to, or use of, surveillance records; and• Electronic log of camera access and use.	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69074 Rev. 0	Daily Record or Log of Fire Services Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69081 Rev. 0	Fire Code Violation Notification Record of official notice of violation and statement of required corrective action.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69082 Rev. 0	Fire Incident Reports Includes basic information collected to document each fire incident.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



(3020): Public Safety Administration – Fire and Safety Compliance

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69083 Rev. 0	<p><i>Fire Investigation Documentation – Closed Investigations</i></p> <p>Provides a record of investigations of all fire incidents which do not result in loss of human life and which are resolved as accidents or result in arson convictions.</p> <p>Excludes records covered by <i>Fire Investigation Documentation – Incidents That Result in Loss of Human Life (DAN 17-06-69084)</i>.</p> <p>Excludes investigations involving hazardous materials, which are covered by <i>Chemical Spill Management Records (DAN 11-12-63619)</i>, <i>Chemical Exposure Records (DAN 10-12-62314)</i>, and/or <i>Radiation Safety Records (DAN 16-06-68984)</i>.</p> <p><i>Note: The primary record copy may be held by the city or county fire marshal, law enforcement agency, or the State Fire Marshall's Office.</i></p>	<p>Retain for 6 years after conviction <i>or</i> 10 years after decision not to proceed with investigation <i>then</i> Transfer to Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
17-06-69084 Rev. 0	<p><i>Fire Investigation Documentation – Incidents That Result in Loss of Human Life</i></p> <p>Provides a record of investigations of all incidents that result in loss of human life, including investigations of arson and fires for which a cause has not been determined and those that have not been resolved by a conviction.</p> <p><i>Note: Reference RCW 9A.04.080, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</i></p>	<p>Retain for 6 years after conviction <i>or</i> 10 years after decision not to proceed with investigation <i>then</i> Transfer to Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



(3020): Public Safety Administration – Fire and Safety Compliance

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69085 Rev. 0	<p><i>Fire Investigation Documentation – Open Investigations of Incidents That Do Not Result in Loss of Human Life</i></p> <p>Provides a record of investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigations involving hazardous materials, which are covered by <i>Chemical Spill Management Records (DAN 11-12-63619)</i>, <i>Chemical Exposure Records (DAN 10-12-62314)</i>, and/or <i>Radiation Safety Records (DAN 16-06-68984)</i>.</p> <p>Excludes records covered by <i>Fire Investigation Documentation – Incidents That Result in Loss of Human Life (DAN 17-06-69084)</i>.</p> <p><i>Note: Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.</i></p>	<p>Retain for 10 years after decision not to proceed with investigation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3040: WSU Police Department

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69062 Rev. 0	Clery Reporting Files Provides a record of annual security reporting to comply with Clery Act requirements and supporting records used in compiling the reports. Includes, but is not limited to, data from case files, daily activity logs, and internal review/investigation files; correspondence involving WSUPD personnel and also external law enforcement agencies; communications to campus community members.	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69072 Rev. 0	Criminal History Record Information – Misdemeanors (Without Fingerprints) Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with misdemeanors. Includes, but is not limited to: <ul style="list-style-type: none">• Identifiable descriptions;• Notations of arrests, charges and dispositions;• Mug shots. Excludes copies of rap sheets printed from state or federal criminal history databases which are covered by <i>Reference Materials (DAN GS 50013)</i> .	Retain until offender attains 99 years of age <i>or</i> until offender is deceased, <i>whichever occurs sooner,</i> <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
17-06-69089 Rev. 1	Internal Review/Investigation – Recordings (Transcribed Verbatim) Digital or analog recording(s) of investigational conversations with victim, suspect, witness, or other individual associated with an internal review or investigation provided that the: <ol style="list-style-type: none">1) The digital/analog recording is transcribed verbatim and verified; and,2) The transcription is retained with the associated investigation/review records covered by <i>Complaints, Grievances, and Misconduct Records (Peace/Corrections Officers) (DAN LE2022-003)</i>.	Retain recording(s) for 1 year after transcribed and verified <i>then</i> Destroy the recording(s).	NON-ARCHIVAL NON-ESSENTIAL OPR



3160: Human Resource Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-10-60462 Rev. 0	Add or Change WSUORG Information (WSU 1270) Form used to report additions or changes to organizational information entered into the WSU organizational database.	Retain for 1 year after administrative purpose served <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
78-10-21213 Rev. 2	Cash Withdrawal Certification File Evidence of employee withdrawal of funds from Teachers' Insurance and Annuity Association—College Retirement Equities Fund (TIAA-CREF).	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61646 Rev. 0	Corrective Action Documentation – Bargaining Unit 4 Employees 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].)	Retain for 1 year after date action finalized <i>then</i> Destroy.	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	Deceased Employee File Analysis of benefits due to employee's heirs.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61647 Rev. 0	Disciplinary Action Documentation – Bargaining Unit 4 Employees 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.)	Retain for 3 years after date issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
08-01-61714 Rev. 0	Drug or Alcohol Test Results – Verified Negative Provides a record of verified negative drug or alcohol test results for drivers of heavy equipment or other vehicles, which require a commercial driver's license. (49CFR655.71(b)(3))	Retain for 1 year after date of results <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-08-61400 Rev. 0	Drug or Alcohol Test Results – Verified Positive Provides a record of verified positive drug or alcohol test results for drivers of heavy equipment or other vehicles, which require a commercial driver's license. (49CFR655.71(b)(1))	Retain for 5 years after date of results <i>then</i> Destroy.	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	Medical Disability Files for Active Employees Medical information related to a disability not related to worker's comp (non-duty claims); may include long-term disability; retirement; life insurance items; family medical leave; or shared leave.	Retain for 3 years after return to work <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
95-07-55600 Rev. 2	Medical Retirement Files Provides a record of health-related retirements, life insurance waivers. (Employees retiring for medical reasons may apply for waivers of life insurance premiums.)	Retain for 60 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
78-10-21217 Rev. 2	Medical, Supplemental Retirement Account (SRA), Life Insurance, and Long-Term Disability (LTD) Enrollment Forms Plus Beneficiary Designations 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.	Retain for 3 years after termination of employment <i>then</i> Destroy, except as noted.	NON-ARCHIVAL NON-ESSENTIAL OFM
17-06-69098 Rev. 0	Medicare Data Match Secondary Payer Program Documents WSU submission of Data File to Medicare as required by <i>U.S. Code</i> Title 42. Also includes health care enrollment questionnaires which will be used by Medicare to ensure it has not paid health care claims inappropriately.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3160: Human Resource Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21214 Rev. 3	Retired Employee File/PERS Advise employee on retirement matters.	Retain for 60 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
78-10-21216 Rev. 2	Retirement Supplementation File/TIAA-CREF Analysis of earnings and establishment of payments due to retiree.	Retain for 60 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
02-10-60467 Rev. 0	Training Report (WSU 1308) Record of each employee's training sessions. Used to enter employee training information into the Employee Training History Files database.	Retain for 1 year after data entry and verification <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-09-60408 Rev. 0	Workers' Compensation Claim Database 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).	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3310: Faculty Senate

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-10-51361 Rev. 1	Faculty Case Files Provides record of faculty complaint adjudication and investigation. <i>Note: Records are held by the Faculty Status Committee.</i>	Retain for 5 years after case resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
75-02-09325 Rev. 1	Faculty Senate Files 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).	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-10-51363 Rev. 1	Faculty Status Committee Annual Report Provides a summary of the activities of the Faculty Status Committee for a given academic year.	Retain for 25 years after end of academic year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
85-09-36079 Rev. 0	Tenure and Promotion File The criteria for tenure and promotion consideration of the academic unit located in a neutral, central location to be accessible to anyone.	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	Daily Log Book Provides a record of daily activity of the laboratory. Includes summary of details of cases, e.g., veterinarian, owner, tests performed, species, etc.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM



4050: University Recreation

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-06-58517 Rev. 1	<i>Climbing Wall Certification Records</i> Documentation of user attendance in and satisfactory completion of a climbing gym training session.	Retain for 3 years after superseded or obsolete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58507 Rev. 1	<i>Disciplinary Action Reports</i> 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.	Retain for 6 years after action taken <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58521 Rev. 1	<i>Non-Credit Class Sign-Up Forms</i> Provides a record of participants in Outdoor Recreation Center (ORC)-sponsored non-credit classes.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58519 Rev. 1	<i>Outdoor Recreation Center Group Equipment Responsibility Agreement</i> Provides a record of user agreement to accept responsibility for Outdoor Recreation Center (ORC) equipment for the activity in which the user is participating.	Retain for 3 years after termination of activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-05-58485 Rev. 1	<i>Recreation Class Logs</i> Lists of people who have signed up for various recreation classes. Includes when they signed up and how much they paid.	Retain for 6 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4050: University Recreation

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-06-58514 Rev. 2	<i>Sport Club Constitutions and Officer Files</i> Documents constitutional agreements and bylaws and records of students chosen to serve as officers for each sport club in the Sport Club Federation.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-06-58522 Rev. 2	<i>State Parks and Recreation Department Records</i> Provides a record of participant registration in State Parks and Recreation Department skiing activities. Includes Idaho State Parks and Rec. Dept. Park N' Ski records and receipts and Washington State Parks and Rec. Dept. Sno-Park records; both of which ORC is an authorized dealer.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	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	<i>Weather Data</i> Provides a record of daily weather conditions.	Retain for 20 years after end of calendar year <i>then</i> Destroy.	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	Plot Plans Documents location, type of product, when planted, etc.	Retain for 5 years after last activity <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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



4140: Cougar Health Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-02-60434 Rev. 0	C-II Drug Order Report (DEA [Drug Enforcement Administration] Form 222) 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) (Note: State Records Committee has determined federal retention requirements give precedence over state requirements (OPR/6 yr).)	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-02-60435 Rev. 0	Explanation of Benefits 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.	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
03-02-60436 Rev. 0	Invoices for Controlled Substances Provides a record of purchases of controlled substances from drug wholesalers.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-02-60437 Rev. 0	Narcotic Inventory Annual Report Provides a record of the annual inventory of controlled substances held by Health and Wellness Services. (21CFR1304.4) <i>Note: State Records Committee has determined federal retention requirements give precedence over state requirements (OPR/6 yr).</i>	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4140: Cougar Health Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-02-60438 Rev. 0	Patient Safety Closure Exemption 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)	Retain for 6 years after date of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59833 Rev. 0	Pharmacy Records Provides a record of the receipt and disposition of legend drugs. (RCW 69.41.042)	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-10-62781 Rev. 0	Prescription Records 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5800: WSU Children's Center

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61640 Rev. 0	Applications for Admission – Cancelled Applications Provides a record of applications for children who did not enroll in and attend the Children's Center.	Retain until end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49653 Rev. 3	Children's Personal File 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 110-300-0460) <i>Note: Retention based on requirements in accordance with WAC 110-300-0465.</i>	Retain for 3 years after no longer enrolled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49650 Rev. 3	Attendance Records Provides a record of scheduled attendance for children and staff members. Used to verify staff/child ratios, as per DCYF licensing requirements. (WAC 100-300-0455) <i>Note: Retention based on requirements in accordance with WAC 110-300-0465.</i>	Retain for 5 years after no longer enrolled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49654 Rev. 2	Department of Children, Youth, & Families License Copy of license to operate childcare center. (WAC 110-300-0455) License is non-expiring. (RCW 43-216.305) <i>Note: Retention based on requirements in accordance with RCW 43.216.305.</i>	Retain for the life of the child care center <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61644 Rev. 1	Working Connections Child Care Social Service Authorizations Provides record of child care subsidies issued by Washington State through the DCYF Working Connections Child Care program. (WAC 110-15-0034) <i>Note: Retention based on requirements in accordance with WAC 110-300-0465.</i>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5800: WSU Children's Center

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-01-49652 Rev. 2	<i>USDA Child Care Food Program Contract Renewal Supporting Data</i> 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)	Retain for 6 years after end of funding period/grant cycle <i>and</i> completion of all grant requirements for that cycle, <i>then</i> Destroy.	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. 1	Copyright Certificates Provides a record of ownership for published works.	Retain for 6 years after termination of copyright <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
04-06-60707 Rev. 0	Copyright Permission Documentation Provides a record of signatures from clients declaring that they are in compliance with copyright laws. (17USC507)	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	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	Advisories 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.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



6900: Global Campus

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-12-60008 Rev. 1	<i>Complaint and Dispute Letters</i> Provides a record of letters from students contesting grades, lodging complaints about program services or tuition payment issues, or other petition requests.	Retain for 5 years after issue resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88-04-41994 Rev. 1	<i>Continuing Education Unit Records</i> Provides documentation of CEU credits offered and received by conference participants.	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR
88-04-41995 Rev. 0	<i>Course File</i> Includes a course description, registrations, permanent class list, grade forms, course approval forms, calendar of class dates, and billing information to students.	Retain for 5 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
04-06-60702 Rev. 1	<i>Excess Revenue Sharing Report</i> Provides a record of excess Learn 365 revenue shared with colleges participating in Learn 365.	Retain for 10 years after end of Learn 365 session <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6960: Environmental Health and Safety (EH&S)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62312 Rev. 0	Asbestos Air Sampling Records 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))	Retain for 70 years after sampling date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59865 Rev. 0	Asbestos Bulk Sampling Records 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))	Retain until demolition of building <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59869 Rev. 2	Confined Space Form Confined space entry form that documents how hazards are controlled to authorize employee ingress, egress, and work in a confined space, as defined in WAC 296-809.	Retain for 1 year after permit cancelled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-07-59791 Rev. 2	Drinking Water Bacteriological Data 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)(a).	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62415 Rev. 1	Drinking Water Chemical Analysis Data 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).	Retain for 3 years after life of system <i>then</i> Destroy.	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. 2	<i>Hazardous, Chemical, and Mixed Waste Shipment, Treatment, and Disposal Records</i> 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) associated with site contamination; 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)	Retain for 50 years after date of shipment or treatment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59774 Rev. 1	<i>Hazardous Waste Program Development Records</i> 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].)	Retain for 10 years after date of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59872 Rev. 0	<i>Laser Program Survey</i> Provides a record of survey of locations and classifications of lasers located on WSU campuses. (21CFR1002.31)	Retain for 5 years after date of survey <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



6960: Environmental Health and Safety (EH&S)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62313 Rev. 1	Lead Sampling Records 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))	Retain for 70 years after sampling date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-07-59780 Rev. 2	Model Toxic Control Act (MTCA) Records 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)	Retain for 50 years after completion of site remediation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62315 Rev. 1	Noise Exposure Records Records pertaining to noise exposure and hearing loss in University work locations. Includes, but is not limited to: Employee Audiometric Test, which provides a record of employee audiometric tests to determine hearing loss. (WAC 296-817-20040, WAC 296-802-200, WAC 296-802-20005) and noise assessment records. (WAC 296-817)	Retain for 70 years after end of calendar year <i>then</i> Destroy.	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	<i>Safety Infractions, Citations, Violations</i> Report and EH&S correspondence with the Washington Department of Labor and Industries (L&I) related to inspections, violations, infractions, and citations.	Retain for 10 years after completion of correspondence regarding inspection, violation, infraction, or citation <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
00-07-59782 Rev. 3	<i>WSU Part B Hazardous Waste Permit Records</i> 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 (MTCA) Records [DAN #00-07-59780].)	Retain for 50 years after date of permit <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



6990: Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
02-10-60451 Rev. 0	<i>Parking License Records</i> Provides a record of vehicle license information for service and temporary permits issued and non-permit parking violators.	Retain for 2 years after administrative purpose served <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-10-34646 Rev. 2	<i>Parking Violations and Appeals Records</i> Documents the violations issued and the appeals from fines.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7210: Government Relations

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-10-59931 Rev. 0	<i>Federal Lobbying Activity Quarterly Report (WSU 1366)</i> 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)	Retain for 6 years after end of semiannual period <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7220: Cougar Card Center

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69054 Rev. 0	<p>Biometric Profile Data</p> <p>Provides a record of mathematical representation of fingerprints or other unique physical characteristics (also referred to as "biometric profile") used for identity verification to support physical security (e.g., door access) and fiscal transaction (e.g., purchases from campus vendors) systems. The biometric profile data system is ancillary to the card system used for door access and fiscal transactions.</p> <p>Excludes card system records covered by <i>Authorization – Building/Facility Access (DAN GS 25001)</i> and <i>Authorization – Systems/Telecommunications Access (DAN GS 14012)</i>.</p>	<p>Retain for 3 months after related card account/access is terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



(7840): Admissions and Registration, WSU Tri-Cities

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-02-56469 Rev. 0	<i>Loan Deferment Forms</i> Provides a record of approved deferments.	Retain until end of term <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-02-56470 Rev. 0	<i>Registration Forms</i> Provides a record of class registration, includes drop/add forms.	Retain for 5 years after last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96-02-56471 Rev. 0	<i>Registration Statistics</i> Provides a summary record of registration figures for each term. Summarizes enrollment by program and budget within program.	Retain for 20 years after end of term <i>then</i> Destroy.	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	<i>Drug Information Center Request</i> 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</i> 4.16.350, where it states that the legislature recognizes an eight-year statute of repose on medical malpractice suits.	Retain for 8 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8319: Office of Commercialization

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



8327: Housing and Residence Life

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



8373: Washington State Pest Management Resource Service

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-02-62361 Rev. 0	<i>Experimental Pesticides – Application and Use Records</i> 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. Length of retention is in accordance with WAC 16-228-1320(3).	Retain for 7 years after date of application or experimental use <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-02-62362 Rev. 0	<i>Pesticide Labels</i> Provides a record of pesticides registered with the Washington State Department of Agriculture (WSDA). Each label includes 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.	Retain for 7 years after date of last use <i>then</i> Destroy.	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	<i>Bonneville Power Administration, Electric Ideas Clearinghouse, Program Files</i> 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.	Retain for 4 years after termination of participation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-12-49504 Rev. 2	<i>Bonneville Power Administration (BPA), Project Design Assistance Working Files</i> 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.	Retain for 4 years after termination of project <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-05-24863 Rev. 1	<i>Building Energy Consumption Performance Standards</i> Records notes on general content of Building Energy Performance Standards critique.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-02-47406 Rev. 2	<i>District Heating Planning and Development</i> 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.	Retain for 15 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



8388: Energy Program

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-06-50663 Rev. 2	<i>Energy Edge, Program Activity History Files</i> 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.	Retain for 8 years after close of program <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
99-08-59239 Rev. 0	<i>Energy Program/Power Washington Settlement Files</i> 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.	Retain for 25 years after completion of settlement <i>then</i> Hold until release permission obtained from DOE (per 10 CFR 210.1(5)) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
80-04-24639 Rev. 2	<i>Geothermal Development and Planning</i> 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8388: Energy Program

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-02-47405 Rev. 2	<i>Geothermal Resources, Research and Development – State, National, and International</i> 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.	Retain for 15 years after end of calendar year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
93-07-52592 Rev. 2	<i>Manufactured Housing Acquisition Program (MAP), In-Plant Checklists and Approval Notices</i> 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.	Retain for 7 years after close of program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
92-01-49649 Rev. 2	<i>Northwest Energy Code Program Files</i> 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.	Retain for 2 years after close of contract <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



8388: Energy Program

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69371 Rev. 0	Renewable Energy System Incentive Program Applications Provides a record of new or renewed applications received for participation in the Renewable Energy System Incentive program.	Retain until end of calendar year 2032 or for 3 years after close of program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
19-06-69372 Rev. 0	Renewable Energy System Incentive Program History Files Provides documentation on energy production and other data collected relating to the program.	Retain until end of calendar year 2032 or for 3 years after close of program <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
90-10-46798 Rev. 1	United States, Western Regional Energy Policy Provides a record of technologies for conserving energy in Washington State.	Retain until superseded <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



8388: Energy Program

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-02-27269 Rev. 3	<i>Washington State Energy Code Development, Evaluation, and Finalization Materials</i> 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
90-10-46797 Rev. 1	<i>Washington State Energy Consumption and Production</i> Provides historical statistics of the consumption and production of all fuels by Washington State.	Retain until superseded <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (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	Authority for Guarantees Record of correspondence from departments requesting guarantees of fees on student accounts.	Retain for 6 years after tuition expiration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-11-23876 Rev. 1	Cancellation of Enrollment Support for cancellation without refund.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-11-23884 Rev. 2	Guarantee Account Files Provides a record of transactions to and from guarantee accounts. Includes working files for guarantee payments.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	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	<i>Accident Report File/Auto and General Liability</i> Copies of claims and actions taken.	Retain for 3 years after claim resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-09-62106 Rev. 0	<i>Administrative Claims Files</i> 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).	Retain for 6 years and 3 months after claim resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59838 Rev. 1	<i>Insurance Policies – Fire and Property/Casualty</i> Copies of insurance policies to insure against fire and other hazards.	Retain for 6 years after termination of policy <i>or</i> 3 years after final claim under policy has been resolved, <i>whichever is later,</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8535: Risk Management Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59839 Rev. 1	Insurance Policies – Nuclear and General Liability Copies of nuclear and general liability policies	Retain for 10 years after termination of policy <i>or</i> 3 years after final claim under policy has been resolved, <i>whichever is later,</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00-08-59840 Rev. 0	Vehicle Accident Loss Reserve Fund File 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.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	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	<i>Minor Student Activity Records</i> Primary copy of the record of school, grade, and contact information for 7 th thru 10 th grade students participating in Mathematics, Engineering, Science Achievement (MESA) program.	Retain for 5 years after end of academic year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8605: Office of Research Assurances

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-08-59866 Rev. 0	Biological Safety Cabinet Evaluation and Monitoring Provides a record of evaluation, certification, and monitoring of biological safety cabinets. (32CFR627.7(g))	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00-08-59870 Rev. 1	Federally-Required Presidential Committee Records – Grant or Contract Involved 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)	Retain for 3 years after grant or contract ended <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-10-62141 Rev. 1	Federally-Required Presidential Committee Records – No Grant or Contract Involved 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)	Retain for 3 years after research project completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3. LEGACY RECORDS

This section covers records no longer being created/received by Washington State University, but the existing records have not yet reached their minimum retention period.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61639 Rev. 1	<p><i>Accident Insurance Coverage – Children</i></p> <p>Provides a record of accident insurance coverage held by parents for each child attending the Children's Center.</p> <p><i>Note: The WSU Children's Center (office #5800) requested that the Accident Insurance Coverage – Children record series be discontinued in 2011. WSU Children's Center is responsible for maintaining Accident Insurance Coverage – Children files until the end of the stated retention period. (Series to be removed from the department's schedule after December 31, 2032.)</i></p>	<p>Retain for 3 years after age of majority (age 18) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-02-62417 Rev. 2	<p><i>CAFO (Concentrated Animal Feeding Operations) Permit Records</i></p> <p>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.</p> <p><i>Note: Environmental Health and Safety (office #6960) is responsible for maintaining the CAFO (Concentrated Animal Feeding Operations) Permit Report files until the end of the stated retention period. (Series to be removed from the EH&S schedule after December 31, 2021.)</i></p>	<p>Retain for 5 years after permit terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04-06-60701 Rev. 0	Course Database Provides a record of course information submitted by departments. <i>Note: This records series is now part of the normal WSU class scheduling process, therefore all new records fall under Course History Files (DAN 11-12-63442). The Global Campus-Learn 365 office is responsible for retaining the existing records until the end of the stated retention period. (Series to be removed from the department's schedule after August 31, 2025.)</i>	Retain for 5 years after end of summer session <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
98-09-58734 Rev. 1	Field Interview Reports Provides a record of police officers' field contacts with individuals suspected of illegal acts. <i>Note: This records series is discontinued, effective December 31, 2016. The WSU Police Department (office #3040) is responsible for retaining any existing records until the end of the stated retention period. (Series to be removed from the department's schedule after December 31, 2022.)</i>	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
84-03-33620 Rev. 2	General/Educational Development Tests Provides a record of high school equivalency test results. Includes equivalency certificates. <i>Note: Cougar Health Services (office #4140) is responsible for maintaining existing general/educational development tests files until the end of the retention period (permanent retention).</i>	Retain permanently.	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58855 Rev. 2	Grade Distribution Reports 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.) The office of the Registrar (office #2970) is responsible for maintaining existing records until the end of the retention period, then transferred to Archives. (The series to be removed from the Registrar retention schedule after June 30, 2055.)</i>	Retain for 50 years after end of fiscal year <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
98-09-58744 Rev. 1	Gun Checks / Stored Firearms Includes owner identification data and description of firearm stored with Public Safety Office in compliance with University policy and procedures and WAC 504-26-213. Verifies temporary custody of firearm by Public Safety Office and date firearm returned to student-owner. <i>Note: This records series was discontinued, effective September 2019. The WSU Police Department is responsible for maintaining existing records until the end of the retention stated period. (The series to be removed from the department's schedule after September 30, 2025.)</i>	Retain for 6 years after firearm is returned to student <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-10-62126 Rev. 0	Individual Scoring Files 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. <i>Note: This records series was discontinued, effective May 2018. The Voiland College of Engineering and Architecture is responsible for maintaining existing records until the end of the retention period. (The series to be removed from the Conference Mgmt.—Imagine Tomorrow Program after May 31, 2024.)</i>	Retain for 6 years after date of award <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-63419 Rev. 0	Photocopier Equipment Request (WSU 1340) Form used to document copier needs to purchase copy equipment. <i>Note: This records series is discontinued, effective January 1, 2021. Departments and Purchasing Services are responsible for maintaining existing Photocopier Equipment Request forms until the end of the retention period. (The series to be removed from the Purchasing Records schedule after June 30, 2023.)</i>	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
91-04-47850 Rev. 2	School Nurse Certification 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. (The series to be removed from the College of Nursing retention schedule after January 2025.)</i>	Retain for 30 years after completion or withdrawal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-07-62064 Rev. 0	Student Participant Health Form (18 Years or Over) 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.) <i>Note: This records series was discontinued, effective May 2018. The Voiland College of Engineering and Architecture is responsible for maintaining existing records until the end of the retention period. (The series to be removed from the Conference Mgmt.—Imagine Tomorrow Program after May 31, 2024.)</i>	Retain for 6 years after termination of participation in activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-07-62065 Rev. 0	<p><i>Student Participant Health Form (Under 18 Years)</i></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><i>Note: This records series was discontinued, effective May 2018. The Voiland College of Engineering and Architecture is responsible for maintaining existing records until the end of the retention period. (The series to be removed from the Conference Mgmt.—Imagine Tomorrow Program after December 31, 2028.)</i></p>	<p>Retain for 6 years after student's 18th birthday <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
04-06-60706 Rev. 0	<p><i>Summer Session Planning Guide</i></p> <p>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.</p> <p><i>Note: This records series is no longer being developed. The Global Campus-Learn 365 office is responsible for retaining these records until the end of the stated retention period. (Series to be removed from the department's schedule after August 31, 2040).</i></p>	<p>Retain for 20 years after end of summer session <i>then</i> Transfer to Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

GLOSSARY

Appraisal

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

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

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 or a number of different types of documents that are filed together to document a specific function.

State Records Committee

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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