Summary of Changes

Washington State University Records Retention Schedule v.1.7 (October 2022)

New Records Series Added

- One (1) new records series has been added to this records retention schedule:
  1. TRIO Program Pre-College Student Records (DAN 22-10-69663) p.21
     “3 years after submission of final expenditure report of the 5-year grant cycle (Non-Archival)”
     Rationale: Brought to our attention by a TRIO program director that these records were not scheduled.

Retention Changes

- Two (2) records series have changes to their retention period/cutoff:
  1. Access Logs (DAN 19-06-69364) p.95
     Decreased from “3 years after end of calendar year (Non-Archival)” to “1 year after end of calendar year (Non-Archival)”
     Rationale: Retention in accordance with Criminal Justice Information Services Security Policy which states 1 year.
  2. Financial Aid System Files (DAN 99-03-59039) p.9
     Increased from “4 years after end of fiscal year (Non-Archival)” to “6 years after end of academic year (Non-Archival)”
     Rationale: Consistency with retention of other financial aid records and functional needs of record holders.

Other Minor Changes

- Eleven (11) records series have changes to their title and/or description:
  1. Advisories (DAN 04-06-60695) p.114
  2. Animal Laboratory Reports (was Serology Reports) (DAN 99-08-59228) p.77
  3. Animal Medical and Laboratory Records Files (DAN 99-08-59215) p.27
  4. Animal Medical Records/Certificates (was Animal Health Certificates) (DAN 99-08-59231) p.78
  5. Award Files (DAN 16-06-68981) p.7
  6. Employee Tuition Waiver Files (DAN 00-08-59837) p.44
  7. Internal Control Risk Assessment Documentation (was Risk Assessment Documentation) (DAN 11-12-63513) p.9
  8. Purchasing Requisition (was Departmental Requisition (WSU 1011)) (DAN 11-12-63410) p.23
  9. Request for Name/Sex Designation Change (was Request for Name Change) (DAN 11-12-63594) p.15
  10. Time and Absence Reports (was Time and Leave Report Files) (DAN 11-12-63560) p.17
  11. United States Department of Agriculture (USDA) Annual Report (DAN 99-08-59230) p.79
One (1) records series moved from the 2360: Office of the Campus Veterinarian section to the 8605: Office of Research Assurances section:
1. Animal Subject Approval Form (ASAF) Files (DAN 99-08-59216) p.137
2. Washington State University Institutional Animal Care and Use Committee Review of Animal Facilities and Programs (DAN 99-08-59238) p.138

Three (3) records series moved from the 2970: Registrar section to the WSU 12: Student Records section:
1. Commencement Program and Diploma Books (DAN 98-10-58848) p.41
2. Transcript Requests (DAN 05-10-61052) p.50
3. Undergraduate Change of Major and Certification of Second Major and Minor Forms (DAN 096-06-62033) p.51

Eight (8) records series are being moved to the Legacy section as the records are no longer being created/received by Washington State University, but the existing records have not yet reached their minimum retention period.
1. Budget Statement (DAN 11-12-63471)
2. Cash Advance Request (WSU 1060) (DAN 11-12-63473)
3. Code Book (DAN 16-06-68987)
4. Expenditure Authority Delegation (WSU 1198) (DAN 11-12-63413)
5. Expenditure Transfer Request (WSU 1048) (DAN 11-12-63483)
6. Expense Assignment Action (WSU 1260) (DAN 11-12-63553)
7. Payroll Expenditure Audit Report (DAN 11-12-63570)
8. Personnel Action (WSU 1097) (DAN 11-12-63572)

**Essential Designation Changes**
- None

**Archival Designation Changes**
- None

**Archival Series Being Revoked**
- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. Marketing Materials (DAN 08-03-61757) covered by Advertising and Promotion (DAN GS 05006)

**Non-Archival Series Being Revoked**
A total of fourteen (14) “Non-Archival” records series are being revoked.

Six (6) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
1. **Authorizations for Direct Deposit of Funds (DAN 11-12-63464)** covered by Contract and Agreements (DAN GS 01050)
2. **Daily Activity Reports, Time Clock Cards, and Alternative Time/Piece Records (DAN 11-12-63541)** covered by Attendance and Leave Records (DAN GS 03030)
3. **Faculty Textbook Order Sheet (DAN 11-12-63415)** covered by Records Documented as Part of More Formalized Records (DAN GS 50012)
4. **Planning Budget Level Records (DAN 92-09-51052)** covered by Financial Transactions – General (DAN GS 01001)
5. **Software Inventory and Registration File (DAN 11-12-63516)** covered by Operating Manuals (DAN GS 16011)
6. **Temporary Employment Application Not Hired (DAN 11-12-63602)** covered by Recruitment – Employee (DAN GS 03012)

Eight (8) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency:
1. **Add or Change WSUORG Information (WSU 1270) (DAN 02-10-60462)**  
   **Rationale:** Not placed on Legacy Records because this notice has not been used since Workday came online in January 2021, thus the retention of “1 year after administrative purpose served” has been met.
2. **CAFO (Concentrated Animal Feeding Operations) Permit Records (DAN 11-02-62417)**
3. **Cost Sharing Effort Inquiry Request (WSU 1288) (DAN 11-12-63429)**  
   **Rationale:** Not placed on Legacy Records because this notice has not been used since Workday came online in January 2021, thus the retention of “data entered and verified” has been met.
4. **Daily Log Book (DAN 83-06-32315)**  
   **Rationale:** Not placed on Legacy Records because most of the log books were destroyed in a flood and after evaluation, it was decided the log books also did not contain enough information to be useful or assist in any process going forward so the remaining log books were disposed of.
5. **Position Identifying Description Changes (WSU 1265) (DAN 11-12-63587)**  
   **Rationale:** Not placed on Legacy Records because this form has not been used for many years at WSU and has been superseded.
6. **Rental Vehicle Credit Card Log (DAN 16-06-68990)**  
   **Rationale:** Not placed on Legacy Records because the rental vehicle credit card has not existed since 2004.
7. **Request for Positive Pay Report (WSU 1256) (DAN 11-12-63595)**  
   **Rationale:** Not placed on Legacy Records because this report has not been used since Workday came online in January 2021, thus the retention of one year after report is generated has been met.
8. **Sponsored Project Allocation Notice (DAN 11-12-63438)**  
   **Rationale:** Not placed on Legacy Records because this notice has not been used since Workday came online in January 2021, thus the retention of “receipt of notice” has been met.
Net Reduction in Records Series: 13 (from 382 series down to 369 series)