

WASHINGTON STATE UNIVERSITY

## Administrative Policies and Procedures

**Deb Bartlett**  
[dbartl@wsu.edu](mailto:dbartl@wsu.edu)

**Joy Faerber**  
[faerber@wsu.edu](mailto:faerber@wsu.edu)

Office of Procedures, Records, and Forms

Revised June 2017

---

---

---

---

---

---

---

---

### Training Objectives: Manuals

- History of operations manuals at WSU.
- Why we have operations manuals.
- How to use online manuals.
- How the manuals are updated.

---

---

---

---

---

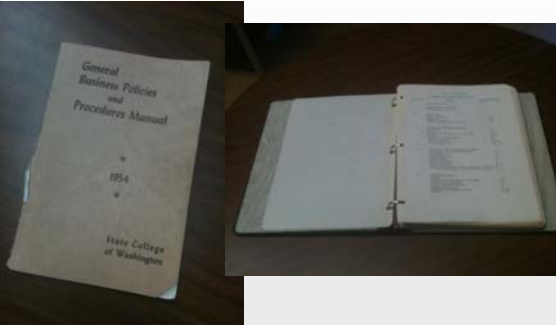
---

---

---

### History Lesson

1954 BPPM	1960s Manual
-----------	--------------



---

---

---


---

---

---

---

---

 **History Lesson**

- 1972 State Audit Report
- Hard Copy BPPM, SPPM
- 1997 Online Manuals
- 2000 Executive Policy Manual
- 2016 Board of Regents Policy Manual

---

---

---


---

---

---

---

---

 **Why have manuals?**

- Serves as a quasi-supervisor. Always in. No trips or leave. Fewer phone calls. Fewer errors.
- Primary communications device. Provides knowledge of laws, regulations, and institutional practices.

---

---

---


---

---

---

---

---

 **Why have manuals?**

- Institutional memory.
- Levels playing field.
- Standardizes practices. Promotes efficiency.
- Consolidates location.

---

---

---

---

---

---

---

---

## Where to Find Manuals

- Uniform Resource Locator (URL):  
<http://public.wsu.edu/~forms/manuals.html>
- WSU Home Page
- A-Z Index

---

---

---

---

---

---

---

---

A screenshot of the Washington State University homepage. The header features a banner with the text "THE GOOD LIFE" and sub-sections for "IRRESISTIBLE EATS", "HEALTHY LIVING", and "HOME & FAMILY". Below the banner is a grid of navigation links. In the "POLICIES & TERMS OF USE" column, the "Accessibility" link is circled in red, and a blue arrow points to it from the right.

---

---

---

---

---

---

---

---

A screenshot of the "WSU POLICIES Home" page. On the left is a navigation sidebar with links for Home, Disclaimer, Non-Discrimination Statement, Privacy Policy, Budget, and WSU Home. The main content area lists various policies: Computing & Network Use Policies, Copyright Policy, Disclaimer & Freedom of Expression Policy, Graphic Identity Program, Non-Discrimination Statement, Privacy Notice, and Reasonable Accommodation Statement. On the right, under "Policy Manuals", there are three arrows pointing to "Business Policies & Procedures Manual", "Educational Policies and Procedures Manual", and "Executive Policies Manual".

---

---

---

---

---

---

---

---

Office of Procedures, Records, and Forms

Manuals

**IMPORTANT**

WSU users who connect to the internet through non-wsu.edu domains or through thirdparty sites across the PDF manual editions and forms by selecting <http://www.wsu.edu/terms/index.asp>

The Business Policies and Procedures Manual (BPPM), the Safety Policies and Procedures Manual (SPPM), the Executive Policy Manual (EPM), and the Board of Regents Policy Manual (BORM) are available in two formats:

The standard "Text Only (HTML)" version quickly displays the pages on your browser. The HTML version includes section text and tables.

The "Text and Graphics (PDF)" version has been specifically formatted for printing and includes text, tables, forms, and images.

See the [FAQ](#) web page for hints on using the HTML, and PDF versions of the manuals.

Text Only (HTML)	Text & Graphics (PDF)
Not formatted for printing	Formatted for printing
<b>BPPM</b> <ul style="list-style-type: none"> <li>Table of Contents (by Chapter)</li> <li>Revision History</li> </ul>	<b>BPPM</b> <ul style="list-style-type: none"> <li>Table of Contents (by Chapter)</li> <li>Comprehensive Table of Contents</li> </ul>
<b>SPPM</b> <ul style="list-style-type: none"> <li>Table of Contents (by Chapter)</li> <li>Comprehensive Table of Contents</li> <li>Revision History</li> </ul>	<b>SPPM</b> <ul style="list-style-type: none"> <li>Table of Contents (by Chapter)</li> <li>Comprehensive Table of Contents</li> </ul>
<b>Executive Policy Manual</b> <ul style="list-style-type: none"> <li>Table of Contents (includes number codes)</li> <li>Table of Contents (assess)</li> <li>Revision History</li> </ul>	<b>Executive Policy Manual</b> <ul style="list-style-type: none"> <li>Table of Contents (includes further codes)</li> <li>Table of Contents (assess)</li> </ul>
<b>Board of Regents Policy Manual</b> <ul style="list-style-type: none"> <li>Table of Contents</li> <li>Revision History</li> </ul>	<b>Board of Regents Policy Manual</b> <ul style="list-style-type: none"> <li>Table of Contents</li> </ul>

---

---

---

---

---

---

---

---

---

---

## How to Find Information

- Search engine
- Contents pages
- Forms Index
- Cross references

---

---

---

---

---

---

---

---

---

---

Office of Procedures, Records, and Forms

Search the Manuals

Enter your query in the box below to search the Business Policies and Procedures Manual, the Safety Policies and Procedures Manual, and the Executive Policy Manual.

If you wish to search for a specific phrase, enter the phrase inside quotation marks.

Upon entering a query and selecting "Search," your search results will appear below

Please send questions and comments to [pdf.forms@wsu.edu](mailto:pdf.forms@wsu.edu)

Procedures, Records, and Forms | 8th Floor 3088, PO Box 641223, Washington State University, Pullman WA 99164-1225. Telephone: 509-335-2985, FAX 509-335-3988, CSD@WSU | Last Revised: 7/1/2013

---

---

---

---

---

---

---

---

---

---

Washington State University  
BUSINESS POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS  
11.01  
Revised 9-10  
Procedures, Records, and Forms  
335-2005

### Contents of the Business Policies and Procedures Manual

[PDF link](#)

Chapter Name	Chapter #
Introduction	00
Using the BP&P	00
Forms Index	04
Organization	10
Property	20
Finance	30
Intellectual Property	35
Sponsored Agreements	40
Research	45
Safety and Security	50
Payroll	55
Position Control	58
Personnel	60
Purchasing	70
Services	80
Computing and Telecommunications	85
Records	90
Travel	95

[Return to: Public website • Manuals Home • Business Policies & Procedures Manual • 11.01 Table Of Contents](#)

---

---

---

---

---

---

---

---

---

---

---

Washington State University  
BUSINESS POLICIES AND PROCEDURES MANUAL

TRAVEL  
95.00  
Revised 6-17  
Procedures, Records, and Forms  
509-335-2005

### Contents of Chapter 95

[PDF link](#)

SECTION TITLE	NUMBER	PAGES	ISSUE DATE
<a href="#">General Travel Policies</a>	95.01	1-6	07-12
<a href="#">University Travel Charge Card</a>	95.03	1-7	04-16
<a href="#">Form: Travel Charge Card Application</a>	95.03	8	07-14
<a href="#">Managing Central Travel Accounts</a>	95.04	1-3	06-14
<a href="#">Form: CTA Log Sheet</a>	95.04	4	05-00
<a href="#">Travel Authority</a>	95.05	1-9	10-14
<a href="#">Form: Travel Authority</a>	95.05	10	10-14
<a href="#">Meals and Lodging</a>	95.06	1-10	06-17
<a href="#">Transportation</a>	95.07	1-3	03-15
<a href="#">Miscellaneous Travel Expenses</a>	95.08	1-3	12-16
<a href="#">Privately Owned Motor Vehicles</a>	95.11	1-1	10-09
<a href="#">Rental Cars</a>	95.12	1-6	03-13
<a href="#">Student Travel</a>	95.13	1-3	02-11

---

---

---

---

---

---

---

---

---

---

---

Washington State University  
BUSINESS POLICIES AND PROCEDURES MANUAL

TRAVEL  
95.05  
Revised 10-14  
Travel Services  
335-2034

### Travel Authority

[PDF link](#)

**PRIOR APPROVAL**

Official University travel requires prior approval by an appropriate University administrator. (See [95.01](#) and [below](#).)

**Written Prior Approval**

Written prior approval on a Travel Authority (TA) form is required in the following circumstances. The department routes or retains the TA as indicated.

- When a travel advance is requested. Route the approved TA to Travel Services.
- When conference registration is to be paid in advance by Accounts Payable. Route the approved TA to Accounts Payable.

Retaining Approved TA in Department

In each of the following six circumstances, the department must retain the approved TA in the departmental files. The department does not route the approved TA to Travel Services or Accounts Payable.

- When the traveler will be going out of state or out of the country. (SAAM 10.10.20) See also [95.15](#) for information about foreign travel.
- When a privately-owned, rented, or chartered aircraft will be used. See [95.30](#).
- When official WSU travel is partially or entirely supported by funds not administered by the WSU Controller's Office, e.g., from a third party (another educational institution, a private organization) or the traveler's personal funds. See [95.16](#).

---

---

---

---

---

---

---

---

---

---

---

Washington State University  
BUSINESS POLICIES AND PROCEDURES MANUAL

**FORMS INDEX**  
04/01  
Revised 12-16  
Procedures, Records, and Forms  
909-333-2005  
[PDF link](#)

Forms may be available in the following formats:

- Paper forms from University Stores (US) or the administering department.
- PDF templates from the Business and Safety Policies and Procedures Manuals (BPPM and SPPM). See [links on using the PDF version](#) for information about using PDF templates.
- Automated FormMaker Pro templates. See the Procedures, Records, and Forms [FormMaker](#) web page.
- Electronic Forms. See the Procedures, Records, and Forms [WSU E-Forms](#) web page.
- Online forms available from the administering department website.

A B C D E E G H I J K L M N O P R S T Y X

Title/Number/ Last Revised	Primary Purpose	Where Available	Manual Reference
A			
Accommodation Request for Disability or Serious Medical Condition/ WSU1450-4-09	To request reasonable accommodation for an employee or individual with disabilities.	PDF: 00.21.18 or FormMaker	00.21
Add or Change WAC/ORG Information/ WSU1270-6-12	To add or change organizational information in the WSU computer file.	PDF: 10.05.0	10.02
Administrative Information Systems Access Request/ WSU1300-10-15	To authorize access to general-use AIS computer applications.	PDF: 05.33.16.13 or FormMaker	05.33
Agreement Templates/ 4-07	Template used to prepare a contract if no model agreement is available from the central contract administration office.	PDF: 10.11.8.11 or Data:OFTMCL.yesbook	05.11

---

---

---

---

---

---

---

---

---

---

---

---

## Announcing Revisions

- Procedures, Records, and Forms sends out an e-mail message on WSU Announcements.
- To subscribe refer to:  
<http://lists.wsu.edu/mailman/listinfo/WSU.Announcements>
- Revision announcements are linked to the Manuals web page.

---

---

---

---

---

---

---

---

---

---

---

---

WASHINGTON STATE UNIVERSITY

Office of  
**Procedures, Records, and Forms**

**Business Policies and Procedures Manual Revisions (2017)**

• EPM Revision Memos • SPPM Revision Memos •

Revision Memo #	Revision Date	Title
051	June 2, 2017	Meals and Lodging
052	May 30, 2017	Workplace Violence: Bullying Prevention and Reporting
051	May 8, 2017	Employee Assistance Program
050	April 20, 2017	Expenditure Transfers Between Funding Sources: Funding Departmental and Research Project Equipment Maintenance
049	April 18, 2017	Proposal Processing and Development
048	April 13, 2017	Position Control-Summary
047	April 3, 2017	Recruitment and Selection of Administrative Professional Personnel
046	March 23, 2017	Travel Rates
045	January 31, 2017	Release of Personnel Records
044	January 3, 2017	Accounts Receivable Withholding Federal Income Tax (98-4 Form); Relocation Expense Overview; Reporting and Waste Minimization; Travel Rates

---

---

---

---

---

---

---

---

---

---

---

---

**Revising Manuals: Sources**

- Auditors
- Statutes/regulations
- Administrators
- Users

---

---

---

---

---

---

---

---

**Revising Manuals: Process**

- Input
- Prepare draft
- Review and approval

---

---

---

---

---

---

---

---

Washington State University  
EXECUTIVE POLICY MANUAL

Executive Policy #5  
Revision Approved September 25, 2014

**Policy Approval and Distribution**

[PDF link](#)

**SUMMARY**

University policies and procedures are to be appropriately approved, published, and distributed in designated and authorized publications and web locations. This policy outlines the drafting, review, approval, and distribution processes for administrative, business, and safety policies and procedures.

**POLICY**

University personnel are to obtain appropriate approvals prior to publication of University policies and procedures.

University policies are to be consistent with provisions of the Washington Administrative Code and the Revised Code of Washington.

University policies and procedures are to be published and distributed in designated and approved publications and approved web locations.

Advisory guidelines which supplement University policies and procedures may be published and distributed from departmental websites.

**APPLICABILITY**

This policy applies to University policies, procedures, and advisory guidelines related to administrative, business, and safety functions that affect many or most University units.

Policies and procedures that affect operations at a single University campus; i.e., WSU Spokane, WSU Tri-Cities, WSU Vancouver; are reviewed and approved by the responsible chancellor and distributed on the campus website. Such policies and procedures are to be consistent with provisions of the Washington Administrative Code. Preliminary review by applicable offices indicated under "Preliminary Review/Approval" below should be considered, particularly the Office of Internal Audit and the Office of the Attorney

---

---

---


---

---

---

---

---

 **Distribution**

- Convert to HTML and PDF
- Upload to UNIX
- Notify University
- Save old section in archive media

---

---

---


---

---

---

---

---

 **You should now know:**

- How to locate manuals online.
- How to find information in manuals.
- How manuals are updated and how to find out when manuals are updated.

---

---

---


---

---

---

---

---

 **Records Retention**

---

Deb Bartlett  
[dbartl@wsu.edu](mailto:dbartl@wsu.edu)

Joy Faerber  
[faerber@wsu.edu](mailto:faerber@wsu.edu)

Office of Procedures, Records, and Forms  
509-335-2005

---

---

---

---

---

---

---

---



**Training Objectives: Records**

- State definition of records.
- How to find out how long to keep records.
- Which records are confidential.
- How to dispose of records.

---

---

---

---

---

---

---

---

**Records Retention:  
What are we talking about?**

Management of records for the period of time between record creation and record disposition.

What we do with it and how long we keep it.

---

---

---

---

---

---

---

---

**Why do we keep records at WSU?**

- We need to document our business.
- We need to meet requirements of laws/ regulations.
- We need to be able to recreate the history of WSU.

---

---

---


---

---

---

---

---

 **State of Washington Records**

Any paper, photograph, film, sound recording, map drawing, machine-readable material or other document, regardless of physical form, made or received by the state in connection with the transaction of public business.  
(From RCW 40.14.010)

---

---

---


---

---

---

---

---

 **Legal Requirement: RCW 40.14**

University records are public records. Public records may not be destroyed, microfilmed, or transferred to archives without authorization.

---

---

---


---

---

---

---

---

 **Records Officer**

- Coordinates University's records retention program.
- Prepares retention schedules.
- Liaison with State Records Committee.

---

---

---

---

---

---

---

---

**Responsibility for Records**

- Primary responsibility resides with each individual University office.
- The unit director/manager/chair designates a departmental records coordinator.

---

---

---

---

---

---

---

---

**Records Coordinator**

- Liaison with Records Officer
- Notifies Records Officer changes in office records.
- Files and refers to records retention schedules.
- Applies retention standards to records.

---

---

---

---

---

---

---

---

**Why not just keep everything?**

- Must look through it.
- Must track it.
- Takes up expensive space.
- Causes additional processing in litigation, audit, or public records requests.




---

---

---

---

---

---

---

---

**Some records are essential records.**

Records you would need to restart your operation after a catastrophe.  
See 90.15.

Back up and store offsite.

---

---

---

---

---

---

---

---

**1997 Kincaid Fire - UW**



---

---

---

---

---

---

---

---

**All-University Records Retention Schedule**

**BPPM 90.01**

---

---

---

---

---

---

---

---

**Manuals**

**IMPORTANT**  
WSU users who connect to the internet through non-wsu.edu domains or through firewalls may access the PDF manual sections and forms by selecting <http://www.wsu.edu/forms/index.cfm>

The Business Policies and Procedures Manual (BPPM), the Safety Policies and Procedures Manual (SPPM), the Executive Policy Manual (EPM), and the Board of Regents Policy Manual (BORM) are available in two formats.

The standard "Text Only" (HTML) version quickly displays the pages on your browser. The HTML version includes section text and tables.

The "Text and Graphics" (PDF) version has been specifically formatted for printing and includes text, tables, forms, and samples.

See the [Help](#) web page for hints on using the HTML and PDF versions of the manuals.

Text Only (HTML) Not formatted for printing	Text & Graphics (PDF) Formatted for printing
<p><b>BPPM:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents (By Chapter)</li> <li>• Revision Memos</li> </ul> <p><b>SPPM:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents (By Chapter)</li> <li>• Comprehensive Table of Contents</li> <li>• Revision Memos</li> </ul> <p><b>Executive Policy Manual:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents (listing number and/or)</li> <li>• Table of Contents (Detailed)</li> <li>• Revision Memos</li> </ul> <p><b>Board of Regents Policy Manual:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Revision Memos</li> </ul>	<p><b>BPPM:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents (By Chapter)</li> <li>• Comprehensive Table of Contents</li> </ul> <p><b>SPPM:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents (By Chapter)</li> <li>• Comprehensive Table of Contents</li> </ul> <p><b>Executive Policy Manual:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents (listing number and/or)</li> <li>• Table of Contents (Detailed)</li> </ul> <p><b>Board of Regents Policy Manual:</b></p> <ul style="list-style-type: none"> <li>• Table of Contents</li> </ul>

---

---

---

---

---

---

---

---

---

---

**Contents of Chapter 90**

[PDF link](#)

SECTION TITLE	NUMBER	PAGES	ISSUE DATE
<a href="#">University Records--Retention and Disposition</a>	90.01	1-8	07-16
<a href="#">Form: Retention Schedule Review</a>	90.01	9	07-96
<b>Tables: All-University Records Retention Schedules:</b>			
<a href="#">Administrative--Executive Level Records (Dean and above)</a>	90.01	10-12	07-16
<a href="#">Administrative--General Office Operations</a>	90.01	13-16	07-16
<a href="#">Accounting/Fiscal Records</a>	90.01	17-22	07-16
<a href="#">Information Services Records</a>	90.01	23-26	07-16
<a href="#">Legal Files</a>	90.01	27	07-16
<a href="#">Library Services Records</a>	90.01	28	07-16
<a href="#">Mail Services Records</a>	90.01	29	07-16
<a href="#">Payroll and Personnel Records</a>	90.01	30-37	07-16
<a href="#">Property Management Records</a>	90.01	38-40	07-16
<a href="#">Public Affairs and Public Disclosure Records</a>	90.01	41-44	07-16
<a href="#">Purchasing Records</a>	90.01	45-47	07-16
<a href="#">Records Management Files</a>	90.01	48-49	07-16
<a href="#">Research and Sponsored Projects Records</a>	90.01	50-51	07-16
<a href="#">Safety Records</a>	90.01	52-57	07-16
<a href="#">Security Records</a>	90.01	58	07-16
<a href="#">Student Records</a>	90.01	59-64	07-16
<a href="#">Travel Records</a>	90.01	65	07-16

---

---

---

---

---

---

---

---

---

---

**BUSINESS POLICIES AND PROCEDURES MANUAL**

**RECORDS**  
90.01.A5  
Revised 7-16  
Procedures, Records, and Forms  
509-335-2005

**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

RECORD SERIES TITLE--FUNCTION/PURPOSE	LOCATION (OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY REF.	REMARKS
<b>Purchasing Records</b>				
BANQUET PERMIT AUTHORIZATION Requests University approval to apply for a Banquet Permit.	Accounts Payable* Purchasing Department (secondary copies) Compton Union Admin. (secondary copy)	Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy. Retain until end of fiscal year, then destroy.	11-12-63404 under 11-12-63404 Secondary copy under 11-12-63404 Secondary copy under 11-12-63404	
BIDD, INVITATION TO REQUEST FOR PROPOSAL ( solicitation of bids from vendors. May include related working papers, SF GEN PUR-008 or similar agency specific form. Required for Proposal (RFP), Request for Information (RFI), and Request for Qualifications and Questions (RFQ).	AVP Finance* OR Department* Department (reference copy)	Retain for 8 years after closure or cancellation date, then destroy. Retain until admin. purpose served, then destroy.	GS 09004 Secondary copy under GS 09004	
BIDD/PROPOSALS-- UNSUCCESSFUL Documentation of the bids submitted to provide goods or services which were not chosen or failed to meet requirements. May include lists of ranking of unsuccessful bidders, financial information about the bidders, resumes, proposals, pricing sheets and other related materials, in addition to the unsuccessful bids.	Purchasing Svcs* OR Department* Department (reference copy)	Retain for 8 years after bid award or cancellation date, then destroy. Retain until admin. purpose served, then destroy.	GS 09007 Secondary copy under GS 09007	
CREDIT CARD ADMINISTRATION FILES--CARD ISSUED Process 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 photo of card. Depending on the age and usage of the card, file may also include rates and responsibility forms, account maintenance requests,	Accounts Payable* OR Travel Services* Department (reference copy)	Retain for 6 years after termination of agreement, then destroy. Retain until admin. purpose served, then destroy.	03-07-65331 revision 1 Secondary copy under 03-07-65331 revision 1	

---

---

---

---

---

---

---

---

---

---

BUSINESS POLICIES AND PROCEDURES MANUAL		RECORDS 90.01.13 Revised 7-16 Procedures, Records, and Forms 509-335-2005		
ALL-UNIVERSITY RECORDS RETENTION SCHEDULE				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<b>ADMINISTRATIVE PLANS, WORKING FILES, REPORTS AND SURVEY RESULTS</b> Plans, working files and reports resulting from routine administrative operations and projects. May include work plans, compiled survey results, charts, diagrams, statistics, reports, research materials, drafts, and other documentation related to management studies, non-facial audits, surveys, and planning studies.	Department*	Retain for 2 years after date of document, then destroy.	GS 0906	
<b>AWARD FILES</b> Provides a 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, Blyn Mawr Awards), awards processed by WSU Extension.	Department*	Retain for 2 years after award, then Transfer to Archives for appraisal and selective retention.	16-08-08861	Archival (appraisal required)
<b>CHARITY FUNDRAISING</b> Records documenting the University's coordination, participation, and support of fundraising campaigns and promoting employee payroll deductions for charities. Includes, but is not limited to, decision process for selecting charity campaigns to support; communication between the agency and charities; dissemination of charity information; management and promotion of campaign events. Excludes authorization of payroll deductions covered by GS 0106: Payroll Register and GS 01061: Payroll Register - Deductions.	Charity Fund Drive Campaign Coordinator*	Retain for 6 years after end of fiscal year, then destroy.	GS 09021 Rev. 1	
<b>COMPLAINTS, POLICY OR PROCEDURAL</b> Complaints filed by University employees or of the public relating to a policy and/or its implementation, procedures, or processes.	Department*	Retain for 3 years after resolution of complaint, then destroy.	GS 09016	

---

---

---

---

---

---

---

---

---

---

WASHINGTON STATE UNIVERSITY		RECORDS RETENTION SCHEDULE		PROCEDURES, RECORDS, AND FORMS PLACEMENT: WSU 90.01.13 DATE: 05-29-2016	
AGENCY	OFFICE TITLE	OFFICE NAME	MAX. SIZE	RECORD NO.	REVISION
365	Washington State University	Procedures, Records, and Forms	1275	1470	
335-2005				05-29-2016	
1	<b>ADMINISTRATIVE PLANS, WORKING FILES, REPORTS AND SURVEY RESULTS</b> Plans, working files and reports resulting from routine administrative operations and projects. May include work plans, compiled survey results, charts, diagrams, statistics, reports, research materials, drafts, and other documentation related to management studies, non-facial audits, surveys, and planning studies.	Department*	GS 0906		
2	<b>AWARD FILES</b> Provides a 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, Blyn Mawr Awards), awards processed by WSU Extension.	Department*	16-08-08861		Archival (appraisal required)
3	<b>CHARITY FUNDRAISING</b> Records documenting the University's coordination, participation, and support of fundraising campaigns and promoting employee payroll deductions for charities. Includes, but is not limited to, decision process for selecting charity campaigns to support; communication between the agency and charities; dissemination of charity information; management and promotion of campaign events. Excludes authorization of payroll deductions covered by GS 0106: Payroll Register and GS 01061: Payroll Register - Deductions.	Charity Fund Drive Campaign Coordinator*	GS 09021 Rev. 1		
4	<b>COMPLAINTS, POLICY OR PROCEDURAL</b> Complaints filed by University employees or of the public relating to a policy and/or its implementation, procedures, or processes.	Department*	GS 09016		

---

---

---

---

---

---

---

---

---

---

BUSINESS POLICIES AND PROCEDURES MANUAL		RECORDS 90.01.16 Revised 7-16 Procedures, Records, and Forms 509-335-2005		
ALL-UNIVERSITY RECORDS RETENTION SCHEDULE				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<b>TRANSFERRY RECORDS</b> Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction and not covered by a more specific records series. Includes, but is not limited to: • Miscellaneous notices or memoranda that do not relate to the functional responsibility of the University (notices of community affairs, employee meetings, holidays, etc.) • Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, & informal notes, etc., which do not represent significant basic steps in the preparation of record documents. • Routing slips used to direct the distribution of documents. • Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm. • Telephone messages (including voicemail, digital voice messages). • Letters of transmittal that do not add any information to the transmitted materials.	Department*	Retain until no longer needed, then destroy.	GS 50001 Rev. 1	

---

---

---

---

---

---

---


---

---

---

**E-Mail, Text, Voicemail, and Social Media**

- Most e-mail, text, voicemail, and social media messages are transitory communications.
- Some e-mail, text, voicemail, and social media messages are public records requiring retention. Evidence of official policies, actions, decisions, or transactions.
- See BPPM 90.03.




---

---

---

---

---

---

---

---

**State Requirement**

- WAC 434-662-040, effective January 1, 2009
- Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period.
- Printing and retaining a hard copy is **not** a substitute for the electronic version.

---

---

---

---

---

---

---

---

**Saving Text, Voicemail, and Social Media Messages**

- To save text or social media messages, manually:
  - Send the messages to a University email account. Save as email.
  - Save the messages to a University-controlled server or content management system.
- To save voicemail messages:
  - Contact applicable telephone provider.
  - Use Single Inbox Messaging to save message as .WAV file attachment to University email account.

---

---

---

---

---

---

---

---

**Manage Your E-mail**

- Don't let thousands of e-mail messages clutter your e-mail account.
- Delete immediately if you don't need it.
- Have a timetable for reviewing e-mail.
- Store e-mails with longer-term retentions elsewhere.

---

---

---

---

---

---

---

---

**Important to Remember:**

E-mail, text, social media, and voicemail messages created to conduct University business are public records  
**EVEN IF** the messages are sent from or received on personal devices, e.g., cell phones, tablets, laptops.

---

---

---

---

---

---

---

---

**Washington state** AUGUST 27, 2015

**Court: Texts on public employee's cellphone public records**

BY MARTHA BELLISLE  
Associated Press

SEATTLE — The Washington Supreme Court on Thursday unanimously ruled that a public employee's work-related text messages sent and received on a private cellphone are public records.

The ruling came in a case filed by Pierce County Sheriff's detective Glenda Nissen, who had asked for Prosecutor Mark Lindquist's call and text records. Nissen had sued the county claiming Lindquist banned her from his office after she criticized the prosecutor and backed his opponent. The requests included texts that he made and received on his private cellphone.

---

---

---

---

---

---

---

---



**State Imaging Standards**

- Must be observed when agency wants to use the image as the record copy and dispose of paper original.
- Not required when agency uses the image as a working copy and retains the paper original for the approved retention period.
- To obtain a copy of or a link to the standards, contact Office of Procedures, Records, and Forms. See also BPPM 90.21.

---

---

---

---

---

---

---

---

**Determining Retention**

- Legal requirements.
- Fiscal and audit requirements
- Functional needs of office
- Historical and archival requirements.

---

---

---

---

---

---

---

---

**To schedule a record:**

- Check the All-University Schedule in BPPM 90.01.
- Check any unique departmental schedule.
- Complete a Retention Schedule Review form (see 90.01.8). Route to PR&F.
- Procedures, Records, and Forms prepares a draft.
- Approvals by department, records officer, State Records Committee.

---

---

---

---

---

---

---

---

**Retention Schedule Superseded**

- Litigation holds
- Public records requests
- Audits

---

---

---

---

---

---

---

---

**CNN Money.com** PRINT THIS  
 Powered by **clickability**

[Click to Print](#) [SAVE THIS](#) | [EMAIL THIS](#) | [Close](#)

**Andersen guilty** Once grand accounting firm now faces five years probation, \$500,000 fine and possibly its own end.  
June 16, 2002, 4:43 PM EDT  
 By Luisa Beltran, Brett Gering and Alice Martin

**NEW YORK (CNN/Money) - A jury Saturday found Arthur Andersen guilty of obstructing justice, all but sealing the fate of the once mighty accounting firm.**

After a six-week trial and 10 days of deliberations, jurors convicted Andersen for obstructing justice when it destroyed Enron Corp. documents while on notice of a federal investigation. Andersen had claimed that the documents were destroyed as part of its housekeeping duties and not as a ruse to keep Enron documents away from the regulators.

Andersen now faces up to 5 years probation plus a \$500,000 fine.

The 12-member jury reconvened at the Houston court house at 10 a.m. ET and shortly thereafter declared that they had a verdict. Judge Melinda Harmon read the decision at 10:25 a.m. ET. Later, when the jurors were polled, they all individually said "guilty."

Government lawyer Andrew Weissmann said the case sends a signal. "When you expect the police, don't destroy evidence," he said. "For Andersen, the police was the [Securities and Exchange Commission]."

---

---

---

---

---

---

---

---

**Storage of Inactive Records**

- WSU Pullman: Facilities Services, Capital at 509-335-5571
- Other locations: Campus facilities management
- Store records at State Records Center in Olympia
- Store inactive electronic records offline, e.g., tape, external hard drive, dedicated storage server

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

### Records Disposal

- Send to Manuscripts, Archives, and Special Collections (MASC).
  - See BPPM 90.02 for more information regarding archival records.
- Recycle.
- Make illegible if confidential.

---

---

---

---

---

---

---

---

### Which records are confidential?

All records which are exempt from public disclosure in accordance with state law. (RCW 42.56)

Refer to BPPM 90.05, 90.06, 90.07.

---

---

---


---

---

---

---

---

 **Partial list of confidential records**

- Personal information
- Lists for commercial purposes
- Application information
- Tests
- Library records

---

---

---


---

---

---

---

---

 **Disposal of Confidential Records**

Records must be reduced to an illegible condition. (WAC 434-640-020)

---

---

---

---

---

---

---

---

 **Shredding**

- University Recycling at WSU Pullman
- Commercial shredder (Recall)
- Departmental shredder

---

---

---

---

---

---

---

---

**Destruction of Electronic Records**

- Hard Drives
- CDs and DVDs
- Tapes
  - See "Specific Item or Transaction Requirements" in BPPM 20.76 for more information regarding destruction of digital media.

---

---

---

---

---

---

---

---

**You should now know:**

- State definition of records
- How to read a records retention schedule
- How to schedule a record
- What to do with old records
- How to determine if a record is confidential
- How to dispose of records

---

---

---

---

---

---

---

---

**Questions???**  
**Contact PR&F**

- Telephone 509-335-2005
- E-mail [dbartl@wsu.edu](mailto:dbartl@wsu.edu)
- E-mail [faerber@wsu.edu](mailto:faerber@wsu.edu)
- E-mail [prf.forms@wsu.edu](mailto:prf.forms@wsu.edu)

---

---

---

---

---

---

---

---

WASHINGTON STATE UNIVERSITY



This has been a  
WSU Training  
Videoconference

If you attended this live training session  
and wish to have your attendance  
documented in your training history,  
please notify Human Resource Services  
within 24 hours of today's date:

**[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)**

---

---

---

---

---

---

---

---