

## **University Records—Retention and Disposition**

**RECORDS MANAGEMENT** Departments are responsible for retaining and disposing of University records in accordance with retention periods approved by the Washington State Records Committee. (*RCW 40.14*)

**Procedures, Records, and Forms** The Office of Procedures, Records, and Forms coordinates the records management program and assists departments with records retention and disposition. The Director of Procedures, Records, and Forms is the WSU Records Officer.

**Archives** The University Archivist serves as a resource to identify records that may be suitable for the WSU archives collection. See 90.02.

**State Records Committee** The State Records Committee reviews and approves University Records Retention Schedules. The committee includes a representative from the State Auditor's Office, the Office of Financial Management, the State Archivist, and the Office of the Attorney General.

**Definition of Records** All records and copies of records made or received in the conduct of WSU business, regardless of physical form or characteristics, are considered public records for purposes of retention and disposition. (*RCW 40.14.010*)

**RETENTION SCHEDULE** An approved Records Retention Schedule specifies retention periods for public records and authorizes destruction or release to the University Archives. Records series titles held commonly by multiple departments are included in the All-University Records Retention Schedule. Records series titles held by one department only are included on a department schedule.

**All-University Schedule** The retentions of most University records are included on the All-University Retention Schedule. See 90.01.10-64. Listed retentions supersede retentions listed on all previously issued schedules for the indicated record series titles.

If, after review of departmental records, departmental personnel find that all records are included in the All-University Records Retention Schedule, no further action is required by the department. The department retains and disposes of records in conformance with the All-University Schedule.

**Department Schedule** If the department has unique records series titles not included on the All-University Schedule, the department's records coordinator is to contact the WSU Records Officer. The Records Officer prepares a draft Record Retention Schedule that includes the unique records series titles and recommended retentions.

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**Department Schedule (cont.)** The Records Officer routes the draft schedule to the department for review.

After departmental review and approval, the Records Officer routes the final Records Retention Schedule to the State Records Committee for approval.

To request a new or revised Retention Schedule, contact the Records Officer at telephone 509-335-2005 or mail code 1225.

### Schedule Description

The following description includes terms used on the All-University Schedule and individual departmental Retention Schedules. The exhibit below is of a departmental schedule.

WASHINGTON STATE UNIVERSITY		RECORDS RETENTION SCHEDULE				PROCEDURES, RECORDS, AND FORMS PULLMAN, WA 99164-1225 (509) 335-2005	
WSU1302-FAZ01-006		REFERENCE: RCW 40.14				Page 1 of 1	
AGENCY NO. 365	AGENCY TITLE Washington State University	OFFICE NAME Procedures, Records, and Forms			MAIL CODE 1225	WSUORG NO. 1470	
RECORDS COORDINATOR CONTACT NAME Joy Faerber		RECORDS COORDINATOR SIGNATURE		CONTACT TELEPHONE 335-2005	DATE OF SUBMITTAL Jun 29, 2016		
ITEM NO.	STATUS (No change if no box is checked.)	TITLE / DESCRIPTION	OPR OR OFM	LOCATION OF OTHER COPIES	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO. (DAN)	ARCHIVAL DESIGNATION / REMARKS
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	This revised retention schedule completely supersedes any and all previous schedules for records unique to this office. Refer to the All-University Schedule in BPPM 90.01 for retention periods of records common to many University offices.					
1	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	FORMS USERS DATABASE* Database used to generate number series for tracking WSU Invoice vouchers. This database includes the WSU Invoice (Receivables System) Number File.	OPR		Retain for 6 years after superseded, then destroy.	05-02-60803	
2	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	REVIEW RECORD* Database summary of policies and procedures manuals revision drafts sent for review and approval.	OFM		Retain for 6 years after new section or revision published, then destroy.	05-02-60804	
3	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	RULES AND REGULATIONS (WASHINGTON ADMINISTRATIVE CODE)* University records of filings, hearings, justification statements, meeting tapes, and other documents related to the development and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC).	OPR		Retain for 6 years after superseded, then Transfer to Archives for appraisal and selective retention.	GS 10009	Archival (appraisal required)

Office Name

The **Office Name** is the department or unit name.

Records Coordinator

The department chair designates a **Records Coordinator** for the department. This employee coordinates the preparation of the Records Retention Schedule, reviews the schedule biennially and supervises retention and disposition of office records.

Records Series Title and Description

The **Records Series Title--Function/Purpose** or **Title/Description** statement names and describes the records in a records series.

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Status The checkboxes in the *Status* field indicate whether or not the records series is:

- New to the departmental schedule,
- Revised,
- Discontinued, or
- Transferred or to another University department.

If no checkbox is selected, no change is made to the records series.

OPR or OFM

*OPR* **OPR** (Official Public Records) include:

- Records required by state or federal law.
- Records of legal transactions, e.g., receipts, contracts.
- Records used in fiscal/financial audits, e.g., Effort Certification.

*OFM* **OFM** (Office Files and Memoranda) include all other records including copies of Official Public Records. Most records are OFM.

Location of Other Copies This column identifies the location of other copies of the records series. An asterisk (\*) identifies the office holding the official record for the University for that records series. This column may be blank.

The term "Department" indicates that the records series is held in multiple University department locations.

Retention and Disposition Action The **Retention and Disposition Action** is the minimum period that the records must be kept after a specified cutoff event and the action to be taken at the end of this period. Administrators may keep records longer.

The disposition portion of the statement indicates whether the records are to be destroyed at the end of the retention period or sent to University Archives for appraisal and selective retention. (See also below.)

*Example* If the retention and disposition action for a records series is "Retain for 2 years after end of fiscal year, then destroy," the records must be collected through the end of the current fiscal year and retained for at least two more fiscal years before destruction.

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*Secondary or Reference Copy* Some records series specify minimum retention periods for secondary or reference copies. NOTE: If no minimum retention of secondary/reference copies is specified for a records series, secondary or reference copies are held until the administrative purpose is served and then destroyed.

Disposition Authority Number The State Records Committee assigns a ***Disposition Authority Number*** (DAN) when a records series is approved for retention and disposition.

Remarks

*Archival Records* If the University Archivist determines that a records series may have long-term historical value, the Records Officer indicates "Archival (appraisal required)" in the ***Remarks*** column. Records coordinators are to arrange to transfer such records to University Archives after the retention period has elapsed. Contact Manuscripts, Archives, and Special Collections (MASC) for assistance; telephone 509-335-6691. See also 90.02.

*Essential Records* University departments are responsible for identifying and protecting essential records needed during an emergency and for the reestablishment of normal operations afterwards. If a record series is identified by a department as being required for the department to resume operations after a disaster or emergency, "essential" is indicated in this column. If lost or destroyed, re-creation of essential records can be both costly and time consuming, if not impossible. Refer to 90.15 for the complete essential records policy.

**Biennial Review Process** Each University department is responsible for reviewing the departmental Records Retention Schedule at least once every two years to ensure that the schedule is complete and current (WAC 434-626-020). To facilitate this review process, Procedures, Records, and Forms biennially notifies the department of review requirement.

The department records coordinator reviews the schedule with appropriate departmental officials. The department responds to Procedures, Records, and Forms by electronic mail or completes and mails a Retention Schedule Review form to Procedures, Records, and Forms at mail code 1225. If changes are required, the Records Officer prepares a draft schedule as indicated on 90.01.1-2.

Print the PDF master form on 90.01.9 to obtain blank copies of the Retention Schedule Review.

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**RETENTION FACTORS**

The department is responsible for securely maintaining the records for the retention period indicated on the retention schedule.

**Safety/Confidentiality**

The department's responsibility includes ensuring the physical safety of the records, as well as ensuring that confidential records are protected from inappropriate or illegal release. See 90.05 for more information about release of confidential records.

**Electronic Records**

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

**Permanent Retention**

Few records are worth preserving forever. The Records Committee rarely approves retaining a records series permanently.

**Superseding Retention Schedule**

If an audit, legal action, or public records request is in progress, related records may not be disposed of even when authorized by the retention schedule. See 30.12 and 30.14 regarding audits. See 90.05 regarding public records requests. See 90.12 regarding litigation holds.

**Inactive Records Storage**

After records are no longer regularly accessed, departments should move the records from active files in file cabinets or computers to inactive storage locations.

For inactive storage, paper records may be placed in archive boxes. Archive boxes are acid-free, double-walled storage boxes with built-in handles, and may be obtained from most office supply vendors.

Digital records may be moved to offline storage.

An inactive storage location should be secure from unauthorized access, as well as provide protection from physical damage, e.g., from vandalism, water, fire.

**Space**

**WSU Pullman**

At WSU Pullman, if acceptable space is not available to store inactive records for the required retention period, route a written request for storage space to Space Management in Facilities Services, Capital; mail code 3611; telephone 509-335-8456. For further information, see:

[http://facilitieservices.wsu.edu/space\\_request.aspx](http://facilitieservices.wsu.edu/space_request.aspx)

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Regional Campuses                      At the following regional campus locations, route requests for inactive records storage space to the campus facilities services unit:

- WSU Spokane:        509-358-7994
- WSU Tri-Cities:     509-372-7253
- WSU Vancouver:    360-546-9000

**RECORDS DISPOSITION**              An approved records schedule provides authorization to archive or to dispose of University records. (*RCW 40.14.060*)

After records have been stored for the complete retention period, the records coordinator either sends the records to University Archives or disposes of the records. If the records are to be disposed of, the records coordinator either destroys or recycles the records.

**Recycling**                                Many records may be recycled in accordance with University recycling procedures. See 80.80.

**Confidential Records**                If the records are confidential, departments are responsible for ensuring that the records are protected from unauthorized or illegal disclosure by reducing them to an illegible condition. (*WAC 434-640-020*)

Definition                                Confidential records include records that are exempt from public disclosure. See 90.05, 90.06, and 90.07. Examples of confidential records include student files and patient files.

Paper Records Destruction            Generally, paper records are destroyed by shredding. Departments may shred records with a departmentally-owned shredder, hire a private shredding company, or have the records shredded by WSU Waste Management.

*Facilities Services, Operations  
Shredder*                                The Waste Management division of Facilities Services, Operations at WSU Pullman operates a shredder and accepts confidential paper records for shredding. Contact Waste Management for information regarding use of the shredder and costs to departments; telephone 509-335-4530.

*Private Shredding Company*        Departments may obtain the services of a private shredding company. Contact Procedures, Records, and Forms for more information. Departmental personnel contact the private shredder and pay for the service by purchasing card (see 70.08) or by issuing a Department Order (see 70.07).

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Nonpaper Records	Like paper records, confidential records in nonpaper media, e.g., microfilm, CDs, DVDs, hard drives, must be made illegible prior to disposal.
	Such media must be physically destroyed or digital records must be securely deleted with a suitable software program. Any electronic destruction method must include at least a three-pass binary overwrite. Contact Procedures, Records, and Forms for assistance with locating deletion software.
Surplus Computers	See 20.76 for procedures for removing data from hard drives of computers to be sent to Surplus Stores or sold to another University department.

*Complete and/or print the master form on 90.01.9 as needed.*

## **University Records—Retention and Disposition**

### **All-University Retention Schedules**

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**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>ADVISORY BODY RECORDS</b> Records documenting the actions, meetings and membership of boards, commissions, committees, councils, task forces, etc., that are created to act strictly in an advisory capacity to the University and have no final decision-making powers. Also includes interagency/national/external advisory bodies for which the University acts as secretary/keeper of the official records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes;</li> <li>• Reports/correspondence/communications sent/received on behalf of the body;</li> <li>• Appointment, reappointment and termination correspondence/communications;</li> <li>• Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Governing/Executive/Policy-Setting Body Records (DAN GS 10004; see Admin-Exec Lvl Recs table);</li> <li>• Meeting Arrangements (DAN GS 09024);</li> <li>• Meeting Materials -- Members' Copies/Notes (DAN GS 09026);</li> <li>• Meetings -- Staff and Internal Committees (DAN GS 09009).</li> </ul>	Department*	Retain for 6 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	GS 10015	Archival (appraisal required)
<p><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, Bryn Mawr Awards); awards processed by WSU Extension.</p>	Department*	Retain for 2 years after award, then Transfer to Archives for appraisal and selective retention.	16-06-68981	Archival (appraisal required)
<p><b>BRAINSTORMING AND COLLABORATING</b> Records generated as part of the brainstorming/collaboration process. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Notes written on whiteboards, flipcharts, large/oversize paper sheets, etc.;</li> <li>• Post-it notes.</li> </ul> <p>Excludes records covered by Drafting and Editing (DAN GS 50008).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50006	
<p><b>BUSINESS/WORK PLANS</b> Records relating to plans for the management of the University's business divisions/units, projects, assets, workforce, etc., including timelines, performance measures and areas of responsibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Final plan;</li> <li>• Records relating to the development of the plan.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Disaster Preparedness/Emergency and Recovery Plans (DAN GS 14010; see Security Recs table);</li> <li>• Organizing/Monitoring Work in Progress (DAN GS 50011);</li> <li>• Strategic Plans – Final (Unpublished) (DAN GS 10001; see Admin-Exec Lvl Recs table);</li> <li>• Strategic Plans – Development (DAN GS 09027; see Admin-Exec Lvl Recs table).</li> </ul>	Department*	Retain for 2 years after completion/expiration of plan, then destroy.	GS 09008 Rev. 1	

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90.01.14

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Procedures, Records, and Forms

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**BUSINESS POLICIES AND PROCEDURES MANUAL**

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Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>CALENDARS -- EMPLOYEES (OTHER THAN ELECTED OFFICIALS AND UNIVERSITY HEADS)</b> Records documenting the day-by-day meetings and other work-related appointments of University employees other than elected officials and University heads. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Calendar records stored in Microsoft Outlook and other calendaring software/apps;</li> <li>• Hardcopy calendars/appointment books/diaries/etc.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Calendars -- Elected Officials and University Heads (DAN GS 10008; see Admin-Exec Lvl Recs table);</li> <li>• Organizing/Monitoring Work in Progress (DAN GS 50011);</li> <li>• Scheduling -- Appointments/Meetings (DAN GS 50014).</li> </ul>	Department*	Retain for 1 year after end of calendar year, then destroy.	GS 09023 Rev. 1	
<p><b>CHARITY FUNDRAISING (COMBINED FUND DRIVE)</b> Records relating to the University's coordination, participation, and support of fundraising campaigns and promoting employee payroll deductions for charities. Note for WSU purposes: This series applies to Combined Fund Drive fundraising campaigns only. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Decision process for selecting charity campaigns to support;</li> <li>• Communication between the University and charities;</li> <li>• Dissemination of charity information;</li> <li>• Arrangements and promotion of campaign events.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Authorization of payroll deductions covered by Accumulated Calendar Year to Date Expense Microfiche (DAN 16- 06-68985) and Earnings Statement Microfiche (DAN 16-06-68988), both held by Payroll Svcs. (office #2710).</li> </ul>	Charity Fund Drive Campaign Coordinator*	Retain for 6 years after end of fiscal year, then destroy.	GS 09021 Rev. 2	
<p><b>CLIENT/CUSTOMER FEEDBACK AND COMPLAINTS</b> Records relating to the capturing and receiving of feedback/information/data (including complaints) from the University's clients/customers concerning policies, procedures, business practices, customer service, etc., where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Thank-you messages, kudos, etc.;</li> <li>• Client/customer satisfaction surveys (including the design and distribution of such surveys);</li> <li>• Internal and external correspondence/communications relating to complaints, their investigation and resolution.</li> </ul> <p>Excludes records covered by Whistleblower Investigations (DAN GS 04004; see Accounting/Fiscal Recs table).</p> <p>For WSU purposes, this records series also excludes records covered by Complaints and Grievances -- Exonerated (DAN 03006) and Complaints and Grievances -- Upheld (DAN 03003); see the All-Univ Recs Rtn Schedule-- Payroll/Personnel Records table for both.</p> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	Department*	Retain for 3 years after feedback received/ resolution of complaint, then destroy.	GS 09016 Rev. 1	

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Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>CONTACT INFORMATION</b> Records relating to the contact details of external clients/ stakeholders the University has gathered/received and the maintenance of such lists/collections. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Business cards;</li> <li>• Contact details stored in Microsoft Outlook and other contact databases;</li> <li>• Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.;</li> <li>• Requests to be added/removed from the University's contact lists (includes mail/communications returned as undeliverable);</li> <li>• Quality assurance checks;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by Emergency/Disaster Preparedness -- Contact Information (DAN GS 25004; see Security Recs table).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50007	
<p><b>DRAFTING AND EDITING</b> Records relating to the drafting/editing of correspondence, documents and publications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary drafts not covered by a more specific records series, not needed as evidence of external consultation or as evidence that the University practiced due diligence in the drafting process;</li> <li>• Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.);</li> <li>• Electronic documents created solely for printing (such as signs, mailing labels, etc.);</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes records covered by Legal Advice and Issues (DAN GS 18003; see Legal Files table).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50008	
<p><b>ELECTRONIC COMMUNICATIONS RETENTION</b> Electronic communications are methods of sending or receiving information, not types of records. Electronic communication methods include, but are not limited to, e-mail, instant messaging, social networking, and text messaging. Information generated or received on an electronic communication system needs to be managed according to the informational content of the message. Electronic communications messages that are public records must be identified, scheduled, and retained. (See 90.03.)</p>	Department*	Retain in accordance with the records series that is applicable to the informational content of the message. (See 90.03.)	-- various --	
<p><b>ELECTRONIC DOCUMENTS USED TO CREATE SIGNED PAPER RECORDS</b> Electronic documents created in order to print paper records that get signed, provided the signed paper records (or University copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Microsoft Word versions of minutes/letters/ correspondence/etc. used to print the hard copy that gets signed.</li> </ul> <p><i>Note: University departments should still create and retain copies of signed letters as evidence of the business transaction.</i></p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50009	

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Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>ESTABLISHMENT/DEVELOPMENT HISTORY OF UNIVERSITY/PROGRAMS</b> Records documenting the planning, establishment and significant changes/developments of the University and its programs. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Summaries/histories of the University/programs;</li> <li>• Scrapbooks, news clippings, photographs, etc., documenting the history of the University/programs;</li> <li>• Organizational charts and other planning records documenting significant changes/restructures (such as University mergers/splits, creation/combinations of divisions, major changes of University functions/roles, etc.);</li> <li>• Transitional documentation prepared for incoming officials/University heads.</li> </ul>	Department*	Retain for 6 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	GS 10013 Rev. 1	Archival (appraisal required)
<p><b>INFORMATIONAL NOTIFICATIONS/COMMUNICATIONS</b> Records communicating basic/routine short-term information (regardless of format or media used) that:</p> <ul style="list-style-type: none"> <li>• Do not document University decisions/actions;</li> <li>• Are not used as the basis of University decisions/actions; and</li> <li>• Are not covered by a more specific records series.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Basic messages such as "Come and see me when you're free," "Call me back at (360) 555-5555," etc.</li> <li>• Internal communications notifying of staff absences or lateness (such as "Bob is out today," "Mary is running late," etc.), provided the appropriate attendance and leave records are retained in accordance with the appropriate records series; see All-Univ Recs Rtn Schedule--Payroll/Personnel Recs table.</li> <li>• Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as "Avoid I-5, it's a parking lot," "Take care – it has started snowing," etc.)</li> <li>• Email delivery/read receipts, out-of-office notices, etc.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Provision of Advice, Assistance or Information (DAN GS 09022);</li> <li>• Attendance and leave records (Note for WSU purposes: See multiple series in the All-Univ Recs Rtn Schedule--Payroll/Personnel Recs table.)</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 50001 Rev. 2	
<p><b>INTERNET BROWSING</b> Records routinely generated as part of internet browsing. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Browsing history/saved passwords/web form information, etc.;</li> <li>• Cache/temporary files;</li> <li>• Cookies.</li> </ul> <p>Excludes internet activity log records covered by Audit Trails and Systems Usage Monitoring (DAN GS 14020; see Info Svcs Recs table).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50010	

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<p><b>MEETING ARRANGEMENTS</b> Records relating to the administrative arrangements of meetings held by or on behalf of the University. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agenda requests;</li> <li>• Arrangement of catering, facilities and equipment.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by Scheduling -- Appointments/ Meetings (DAN GS 50014);</li> <li>• Financial records (facilities, catering, etc.) covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fiscal Recs table);</li> <li>• Open Public Meeting Act notices filed with the Code Reviser/State Register in accordance with RCW 42.30.075 covered by Reporting to External Agencies (Mandatory) (DAN GS 19004);</li> <li>• Travel arrangements/expenses covered by Travel (DAN GS 07001; see Travel Recs table).</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 09024	
<p><b>MEETING MATERIALS -- MEMBERS' COPIES/NOTES</b> Individual members' meeting materials from participating in advisory, governing/executive/policy-setting, internal/external committees (including national/external bodies), provided the committee's records are retained by the secretary/responsible agency/member. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copies of agendas, meeting packets, minutes, etc.;</li> <li>• Working notes/drafts, etc.;</li> <li>• Related correspondence/communications.</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 09026	
<p><b>MEETINGS -- STAFF AND INTERNAL COMMITTEES</b> Records documenting meetings of the University's staff and those of internal committees, commissions, councils, boards, task forces, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Advisory Body Records (DAN GS 10015);</li> <li>• Meetings -- Governing/Executive/Policy-Setting Body Records (DAN GS 10004; see Admin-Exec Lvl Recs table);</li> <li>• Meeting Arrangements (DAN GS 09024);</li> <li>• Meeting Materials -- Members' Copies/Notes (DAN GS 09026).</li> </ul>	Department*	Retain for 2 years after end of calendar year <i>and</i> until no longer needed for University business, then destroy.	GS 09009 Rev. 1	
<p><b>ORGANIZING/MONITORING WORK IN PROGRESS</b> Records relating to the assigning, prioritizing, tracking/monitoring and status of work/projects in progress. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Status logs;</li> <li>• To-do lists;</li> <li>• Tasks within Microsoft Outlook, etc.;</li> <li>• Routing slips;</li> <li>• Workflow notifications/escalations.</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 50011	

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Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>POLICIES AND PROCEDURES -- ADMINISTRATIVE FUNCTIONS</b>                      Records relating to the development, implementation and interpretation of the policies and procedures developed by the University to implement internal administrative functions (such as facility management, finance, human resources, purchasing, information management, etc.) where these functions are not the University's core mission. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Each adopted/approved version of policies and procedures;</li> <li>• Records documenting the development of policies and procedures.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Rule Making (Washington Administrative Code -- WAC) (DAN GS 10009; held by Procedures, Records, and Forms, office #1470);</li> <li>• Work Instructions/Desk Manuals (DAN GS 09001).</li> </ul>	Department*	Retain for 6 years after superseded, then destroy.	GS 09028	Essential
<p><b>PROCESS IMPROVEMENT</b>                      Records relating to process improvements undertaken by the University to improve the efficiency and effectiveness of the University, its programs and services. Includes process improvement initiatives at both the:</p> <ul style="list-style-type: none"> <li>• University level (such as employee suggestion programs, etc.); and</li> <li>• Government-wide level (such as LEAN; Government Management, Accountability and Performance Program (GMAP); Plain Talk; Balanced Scorecard; Performance Partnership; Brainstorm or Team Incentive Program (TIP); etc.).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Plans and studies (such as Time-in-Motion, etc.);</li> <li>• Performance measures/statistics/reports;</li> <li>• Evaluations;</li> <li>• Related correspondence/communications.</li> </ul>	Department*	Retain for 6 years after end of improvement cycle/project, then destroy.	GS 09012	
<p><b>PROVISION OF ADVICE, ASSISTANCE, OR INFORMATION</b>                      Records relating to requests received and provision of advice, technical assistance and information (including University-initiated communications) concerning the University, its core business, programs and services, where not covered by a more specific records series                      Includes, but is not limited to: Internal and external correspondence/communications (regardless of format) relating to the request/University-initiated advice, assistance or information.                      Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Public Disclosure/Records Requests (DAN GS 05001; see All-Univ Recs Rtn Schedule--Pub Affs &amp; Pub Disc);</li> <li>• State Publications (DAN GS 15008; see All-Univ Recs Rtn Schedule--Pub Affs &amp; Pub Disc)</li> <li>• Requests for Basic/Routine Agency Information (DAN GS 50002)</li> </ul> <p>NOTE: Information/advice published online by the University continues to be "provided" until the date it is removed/withdrawn.</p>	Department*	Retain for 2 years after communication received or provided, whichever is later, then destroy.	GS 09022 Rev. 1	

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Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>RECORDS DOCUMENTED AS PART OF MORE FORMALIZED RECORDS</b> Records where the evidence of the business transaction has been documented as part of another more formalized record of the University which is retained in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within University information systems (such as databases) <b>provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction;</b></li> <li>• Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.;</li> <li>• Automatically-generated email notifications sent out by University information systems <b>provided</b> the transaction is captured as part of an audit trail;</li> <li>• Raw data/statistics/survey responses that have been consolidated/aggregated into another record.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Electronic records (such as emails) that have been printed to paper;</li> <li>• Audio/visual recordings of meetings covered by Advisory Body Records (DAN GS 10015), Governing/Executive/Policy-Setting Body Records (DAN GS 10004; see Admin-Exec Lvl Recs table) or Meetings – Staff And Internal Committees (DAN GS 09009).</li> </ul> <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	Department*	Retain until verification of successful conversion/keying/transcription, then destroy.	GS 50012	
<p><b>REFERENCE MATERIALS</b> Materials gathered from outside sources for reference/reading use which are not evidence of the University's business transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Conference materials (such as proceedings, handouts, etc.) from conferences/seminars not organized by the University;</li> <li>• Copies of published articles, reports, etc.;</li> <li>• Internet browser favorites/bookmarks;</li> <li>• Listserv/RSS feeds.</li> </ul> <p>Excludes records covered by Secondary (Duplicate) Copies (DAN GS 50005).</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50013	
<p><b>REPORTING INTERNALLY -- ROUTINE PROGRAM/PROJECT/WORK UNIT REPORTS/STATISTICS</b> Records relating to routine internal statistical and narrative reports provided to management documenting/tracking the activities and work accomplishments of a division/program/project for a given time period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Monthly/quarterly/yearly reports.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Annual reports of the university and other published reports covered by State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table);</li> <li>• Records covered by Records Documented as Part of More Formalized Records (DAN GS 50012).</li> </ul>	Department*	Retain for 2 years after end of fiscal year, then destroy.	GS 09029	

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<p><b>REPORTING TO EXTERNAL AGENCIES (MANDATORY)</b> Records relating to the mandatory reporting/notifying/filing by the University to external agencies in accordance with federal, state or local law or by court order/rule where not covered by a more specific records series, such as reporting to:</p> <ul style="list-style-type: none"> <li>• Federal agencies;</li> <li>• Code Reviser/State Registrar;</li> <li>• Public Disclosure Commission (Public Agency Lobbying L-5 Report);</li> <li>• Office of Financial Management;</li> <li>• Other state agencies, local government entities, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• University copy of reports/forms/certificates/lists submitted; Submission confirmation and inquiries;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Notifications covered by Security Incidents and Data/Privacy Breaches (DAN GS 25008; see All-Univ Recs Rtn Schedule--Security Recs);</li> <li>• Records covered by Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056; see All-Univ Recs Rtn Schedule--Payroll/Personnel Recs);</li> <li>• Voluntary reporting/notifying, responding to surveys, etc., covered by Provision of Advice, Assistance or Information (DAN GS 09022);</li> <li>• Reports/notifications/filings received by the University from other entities covered by the University-specific records retention schedule;</li> <li>• For WSU purposes, records covered by Clery Reporting Files (DAN 17-06-69062; held by WSU Police Department, office #3040).</li> </ul>	Department*	Retain for 6 years after submitted, then destroy.	GS 19004 Rev. 1	
<p><b>REQUESTS FOR BASIC/ROUTINE UNIVERSITY INFORMATION</b> Internal and external requests for, and provision of, routine information about the operations of the University, such as:</p> <ul style="list-style-type: none"> <li>• Business hours, locations/directions, web/e-mail addresses</li> <li>• Meeting dates/times</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Public Disclosure/Records Requests (DAN GS 05001; see Public Affairs and Public Disclosure Recs table);</li> <li>• Provision of Advice, Assistance or Information (DAN GS 09022).</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 50002 Rev. 1	
<p><b>SCHEDULING -- APPOINTMENTS/MEETINGS</b> Records relating to the scheduling of appointments/meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.) provided the calendar record of the appointment/meeting is retained in accordance with:</p> <ul style="list-style-type: none"> <li>• Calendars -- Elected Officials and Agency Heads (DAN GS 10008; see Admin-Exec Lvl Recs table);</li> <li>• Calendars -- Employees (Other than Elected Officials and University Heads) (DAN GS 09023).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps;</li> <li>• Related correspondence/communications.</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 50014	



**ALL-UNIVERSITY RECORDS RETENTION SCHEDULE**

Administrative—General Office Operations				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
<p><b>SECONDARY (DUPLICATE) COPIES</b> Copies of records (created or received), <b>provided</b> that the University retains the primary copy of the record in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Data extracts and printouts from University information systems;</li> <li>• Cc's of emails, <b>provided</b> the University is retaining its primary copy of the email;</li> <li>• Convenience/reference copies of records;</li> <li>• Duplicate and near-duplicate images/photographs provided the selected "best" image(s) documenting the occasion/object is retained.</li> </ul> <p>Excludes records which are the University's only copy of the record, even if it is held by another agency. NOTE: This does not apply to records series that have stated retention periods for secondary copies.</p>	Department*	Retain until no longer needed for University business, then destroy.	GS 50005 Rev. 1	
<p><b>STUDIES (MINOR/ROUTINE)</b> Records relating to the conducting of minor/routine studies and developing ad hoc reports not initiated at the executive level or conducted in response to a legislative order, executive order, federal requirement or court order where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports and compiled survey results;</li> <li>• Charts, diagrams and statistics;</li> <li>• Research materials;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes collections of external materials covered by Reference Materials (DAN GS 50013).</p>	Department*	Retain for 2 years after conclusion of study, then destroy.	GS 09006 Rev. 1	
<p><b>UNIVERSITY-GENERATED FORMS AND PUBLICATIONS -- COPIES</b> Blank forms and duplicate copies of publications, provided the University retains the primary record in accordance with the current approved minimum retention period and that the forms are not required for audit or accountability purposes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports, catalogs, brochures, calendars, posters;</li> <li>• Multi-media presentations (videos, CDs, etc.).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• Forms -- Accountable (DAN GS 12004; see Records Mgmt Files table);</li> <li>• State Publications (DAN GS 15008; see Public Affairs and Public Disclosure Recs table).</li> </ul>	Department*	Retain until no longer needed for University business, then destroy.	GS 50003 Rev. 1	
<p><b>UNSOLICITED ADDITIONAL MATERIALS</b> Additional materials received by the University that are:</p> <ul style="list-style-type: none"> <li>• <b>Not</b> requested; and</li> <li>• <b>Not</b> used by the University in the course of government business.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Superfluous extra materials provided with applications (including health/medical records);</li> <li>• Information entering through online applications, e-forms, etc., but <b>not</b> completed and <b>not</b> submitted to the University.</li> </ul>	Department*	Upon receipt, return to sender or destroy.	GS 50015	
<p><b>WORK INSTRUCTIONS/DESK MANUALS</b> Routine, day-to-day task/work instructions, desk manuals, etc.</p>	Department*	Retain until superseded, then destroy.	GS 09001 Rev. 1	

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Purchasing Records				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
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  Secondary copy under 11-12-63404  Secondary copy under 11-12-63404	
BIDS AND PROPOSALS -- SUCCESSFUL Records relating to bids and proposals made by other parties to provide the University with goods, services, revenue or other benefits, which are accepted by the University. Includes, but is not limited to: • Request for proposal or bid (RFP), request for qualifications and quotations (RFQQ), specifications, etc.; • Notices (filed with newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. Excludes records covered by: • Bids and Proposals – Unsuccessful (DAN GS 06007); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs. table).	AVP Finance* OR Department*  Department (reference copy)	Retain for 6 years after completion of purchase or fulfillment of contract, then destroy.  Retain until admin. purpose served, then destroy.	GS 06004 Rev. 1  Secondary copy under GS 06004 Rev. 1	
BIDS AND PROPOSALS -- UNSUCCESSFUL Records relating to bids and proposals to provide the University with goods, services, revenue or other benefits, which are not accepted by the University. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc. If agency decides not to proceed with a purchase or agreement, records also include: • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with newspaper, etc.). Excludes records covered by: • Bids and Proposals – Successful (DAN GS 06004); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table).	Purchasing Svcs* OR Department*  Department (reference copy)	Retain for 3 years after bid award or cancellation date, then destroy.  Retain until admin. purpose served, then destroy.	GS 06007 Rev. 1  Secondary copy under GS 06007 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. NOTE: These are internal administrative documents and not the record of the contract between the University and the issuing bank.	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.	03-07-60531 revision 1  Secondary copy under 03-07-60531 revision 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.	Department*	Retain until denial, then destroy.	03-07-60532 revision 1	

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Purchasing Records				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
DEPARTMENTAL REQUISITION (WSU 1011) Request from departments to WSU Purchasing for purchases outside the institution.	Purchasing*  Department (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.  Retain for 2 years after end of fiscal year, then destroy.	11-12-63410  Secondary copy under 11-12-63410	
DISCRETIONARY (17A) ACCOUNT EXCEPTION JUSTIFICATIONS Provides a record of approved exceptions to University guidelines for discretionary (17A) accounts.	Department*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63412	
EXPENDITURE AUTHORITY DELEGATION (WSU 1198) A form that delegates authority for approving various documents that obligate departmental funds.	Controller*  Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy.  Retain for 2 years after end of fiscal year, then destroy.	11-12-63413 Rev. 1  Secondary copy under 11-12-63413 Rev. 1	Essential
FACULTY TEXTBOOK ORDER SHEET Used by faculty to identify textbook needs each semester.	Faculty Member*	Retain until admin. purpose served, then destroy.	11-12-63415 revision 1	
INTERDEPARTMENTAL REQUISITION AND INVOICE (WSU 1017) Provides a record of approval for interdepartmental purchasing transactions.	Vendor Department*  Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy.  Retain for 2 years after end of fiscal year, then destroy.	11-12-63416  Secondary copy under 11-12-63416	
PHOTOCOPIER EQUIPMENT REQUEST (WSU 1340) Form used to document copier needs to purchase copy equipment.	Department*  Purchasing (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.  Retain for 1 year after action taken, then destroy.	11-12-63419  Secondary copy under 11-12-63419	
PURCHASE AUTHORITY Authority for a state agency to accomplish its own purchases. May be state form GEN-PUR-007 or similar agency-specific form.	Controller*  Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy.  Retain for 2 years after admin. purpose served, then destroy.	GS 06002  Secondary copy under GS 06002	Essential
SUPPLY AND EQUIPMENT REQUESTS Internal WSU documents used to request the purchase of supplies and equipment.	Department*	Retain for 30 days after date of receipt, then destroy.	GS 06001	
TELECOMMUNICATIONS SERVICE REQUESTS Provides a record of online requests to move, change, disconnect, or add new telecommunications services, including telephone, voicemail, and Ethernet.	Information Technology Services* (digital media)  Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy.  Retain for 1 year after request approved or denied, then destroy.	11-12-63428  Secondary copy under 11-12-63428	

## **Retention of Electronic Communications**

### **OVERVIEW**

Records conveyed electronically are subject to University and departmental retention schedules. See 90.01. Electronic communication records may also be subject to public records requests, legal discovery, and audit review.

Electronic communication methods include, but are not limited to, e-mail, instant messaging, social networking (e.g., Twitter, blogs, wikis), text messaging, and voice mail messages.

For retention purposes, electronic communications are considered methods of delivery rather than record types. Electronic communications, like conventional paper-based mail, can convey many kinds of records and messages. As such, electronic communications are to be managed by message content.

### **Management Responsibility**

The University does not have a central process for managing electronic communication records, thus management responsibility resides with University staff and departments.

## **RETENTION OF ELECTRONIC COMMUNICATIONS**

### **Personal Electronic Communications**

If conditions specified in 20.37 are met, University employees may make occasional but limited use of University computers or accounts to briefly retain personal electronic communication messages unrelated to official University business.

### **Personally-Owned Computers or Personal Electronic Communications Accounts**

University employees should not use personally-owned computers or personal accounts (e.g., non-University e-mail accounts) to retain official University business-related electronic communication messages.

- When working from personally-owned computers, employees are encouraged to use remote desktop connections and retain official messages on University computers and accounts.
- When it is necessary to generate an official message on a personally-owned computer or account, the employee is responsible for expediently moving the message to a University storage device or computer for retention.

## **Retention of Electronic Communications**

### **Personally-Owned (cont.)**

NOTE: University business-related electronic communications stored on non-University computers or electronic communications accounts may be subject to public records requests, legal discovery, court-ordered production, audit review, and records retention requirements.

### **Social Networking Websites**

When retention of authorized electronic communications is outside University control, e.g., retention of postings to social networking websites, departments must consider what other records need to be retained. E-mail confirmations of each post or comment are possible examples.

Departments must consider records retention issues when considering any agreements with vendors of social networking websites and when configuring settings for departmental social networking website accounts.

### **Text Messages**

University business-related text messages are considered public records whether a WSU or personal telephone is used for texting. Retention of text messages is the responsibility of the receiver unless the message is sent to several recipients, in which case, the sender is the responsible record holder. (See Primary Record Holder.)

It is important to retain text messages in the original electronic format and manage retention in a way that complies with public records retention guidelines. (See "Management of Electronic Communication Records" on 90.03.5-6.) The following methods may be used to retain text messages:

- Manually save text messages to a University-controlled storage device such as a content management system or server.
- Send the text messages to a University email account.

Other methods may be used to retain text messages, as long as the messages are saved on a University-controlled electronic system that can be easily managed for records retention purposes.

For directions on how to save text messages, WSU personnel need to contact the applicable cellular telephone service provider, whether it is a WSU or personal telephone.

## Retention of Electronic Communications

### Voice Mail Messages

University business-related voice mail messages are considered public records whether the message is received on a WSU or personal telephone. Retention of voice mail messages is the responsibility of the receiver.

It is important to retain voice mail messages in the original electronic format and manage retention in a way that complies with public records retention guidelines. (See "Management of Electronic Communication Records" on 90.03.5-6.) WSU personnel need to contact their IT department for directions on how to save voice mail messages on office desk telephones.

For directions on how to save voice mail messages on cellular telephones, WSU personnel need to contact the applicable cellular telephone service provider, whether it is a WSU or personal telephone.

### Single Inbox Messaging

WSU personnel on the Pullman, Vancouver, and Spokane campuses have access to Single Inbox Messaging as an option to save voice mail messages. Single Inbox Messaging allows users to receive voice mail messages as .WAV file attachments to his or her Outlook/Exchange email inbox. **IMPORTANT:** It is necessary for the user to save the .WAV files to a permanent digital storage location to avoid losing the attachments if and when he or she deletes the email messages.

Single Inbox Messaging is a free service that may be requested by a department budget authority using the online request system at:

<https://servicerequest.it.wsu.edu/>

### Electronic Communications That May Be Deleted When No Longer Needed

As described below, many electronic communications consist of transitory messages. As such, many electronic communications and attachments may be deleted when no longer needed.

Meeting notices and requests for meetings may be deleted when no longer needed.

Copies used for informational/reference purposes may be deleted when no longer needed.

Electronic communications records that have no administrative, legal, fiscal, or archival retention requirements may be deleted as soon as the messages have served their purpose. (See "Transitory Records," in 90.01.14.)

## **Retention of Electronic Communications**

### **Electronic Communications May Be Deleted (cont.)**

Such records include:

- Information-only copies, or extracts of documents distributed for reference or convenience, i.e., announcements or bulletins.
- Copies of published materials.
- Telephone message notifications.
- Preliminary drafts, unless a retention period is otherwise specified on an applicable records retention schedule.
- Transmittal memos.
- Reservations and confirmations.
- Copies of memoranda, bulletins, or directives of a general information and noncontinuing nature.

Electronic communications records meeting the definitions included in "Reference Files," in 90.01.13 may be deleted when no longer needed. Such records include:

Reference files containing copies of correspondence, memoranda, copies of reports, studies, articles, reference copies of minutes, distribution lists, and other general reference information on office administrative issues and concerns, used to support administrative analysis, planning and development.

### **Electronic Communications To Be Retained**

Electronic communications and attachments that contain record material must be retained in conformance with the applicable retention schedule. See 90.01.

The following types of electronic communications messages and attachments are likely to include records with specified retention periods:

- Electronic communications that authorize some official action, transaction, or effort.
- Electronic communications that support or explain a business transaction.
- Documents that complete a business transaction.
- Final reports or recommendations.

## **Retention of Electronic Communications**

### **Electronic Copies To Be Retained (cont.)**

- Documents relating to audit or legal issues.
- Electronic communications in support of student class activity, e.g., assignments, class participation.
- Official correspondence that does not fit in another records series. (Non-executive-level general office correspondence is to be retained for at least 30 days. See 90.01.11.)

Most executive records are retained for four years after the end of the current fiscal year. This includes official correspondence concerning policy issues, concerns, actions or issues. (NOTE: For purposes of this policy, officials with the status of dean or above are considered executives.) See 90.01.9-10.

### **PRIMARY RECORD HOLDER**

It is important to determine who holds the primary record of a document for retention purposes. Reference or informational copies may be deleted when no longer required by the record holder (see above).

The retention schedule usually identifies the office responsible for retaining the official record copy. If the retention schedule does not provide sufficient guidance, refer to the following:

- Ask how would this record be handled if it were a hard-copy transaction or letter. In such cases, the recipient is responsible for retaining the record copy.
- If an electronic communication is sent to a large number of recipients, the sender is responsible for retention of the electronic communication as well as the distribution list.

A draft of a policy is sent to a number of reviewers. The initiator of the draft is responsible for retaining the record copy.

An agenda or meeting minutes are sent to a number of attendees. The sender is responsible for retaining the record copy.

### **MANAGEMENT OF ELECTRONIC COMMUNICATION RECORDS**

University departments and personnel may use one or more of the following methods to assure appropriate management of records with assigned retention periods.



## **Retention of Electronic Communications**

### **Retain in Electronic Communication Application Format**

Retain the message in the original electronic communication application format on the record holder's hard drive; removable digital media; or an external storage service or device. The original electronic communication application format is likely to capture and preserve all relevant metadata and attachments related to the record. Metadata is defined as data about data and may describe the content, time, date, author, and formatting of a message. Metadata may be used to aid in the storage, indexing, and retrieving of electronic records for public use.

NOTE: Printing and retaining a paper copy of an electronic communication is not a substitute for the electronic version, in accordance with WAC 434-662-040.

To facilitate retrieval, retention, and eventual disposal, the record holder could establish separate folders. Each folder could correspond to a specific scheduled records series. Electronic communications folders should be coordinated with any paper or other electronic filing systems that are in place.

### **Retain in Document Management System**

Electronic communication messages may be retained in a document management system (DMS) or records management application (RMS). Such systems offer sophisticated control of electronic records, allowing integration of electronic communication messages within the total document environment of an organization. Such software offers single point access to a variety of formats, thus preserving the functionality of documents.

NOTE: The DMS or RMS software must have the capability of capturing and preserving all relevant metadata and attachments related to the records.

### **Technology Changes**

Many electronic communication messages must be retained longer than the original technology that was used to send, receive, or store them. Departments are responsible for ensuring that older electronic communication messages are migrated to newer technology.

## **PRIVACY**

Employees are encouraged to review the privacy provisions of EP4, Electronic Communications Policy.



Office of the Secretary of State  
Washington State Archives

## Records Management Advice

Issued: November 2013

*(Originally Issued: September 2009)*

### **Electronic Records Management: Blogs, Wikis, Facebook, Twitter & Managing Public Records**

**Purpose:** Provide guidance to state and local government agencies regarding the retention of public records of posts to social networking websites such as blogs, wikis, Facebook, Twitter, etc.

Agencies need to consider the following five (5) factors when managing the retention of their public records created or received through social networking sites:

#### **1. Are the posts public records?**

If the posts are made or received in connection with the transaction of the agency's public business (such as providing advice or receiving comments about the agency, its programs, core business, etc.), then they are public records for the purposes of records retention and need to be retained for their minimum retention periods.

#### **2. Are the posts primary or secondary copies?**

If the posts are simply copies of records that the agency is already retaining for the minimum retention period (such as links to publications), then the posts may be considered secondary copies and retained accordingly. Otherwise, the posts are the agency's primary record.

#### **3. How long do the posts need to be retained?**

Agencies should use the same records series for posts that they would use if the same advice was distributed as a letter or an email to everyone within the agency's jurisdiction. Agencies need to retain their primary record of posts which are public records for at least the minimum retention period listed for those records in the approved records retention schedules.

#### **4. How will the posts be retained by the agency?**

Agencies need to consider how they will retain a record in their custody and control of their posts to social networking websites. When retention of the posts themselves is outside the agency's control, the agency needs to consider what other records they will retain, such as email confirmations of each post or comment. Agencies need to consider these issues in any service contracts with vendors of social networking websites and in their configuration settings for their social networking website accounts.

#### **5. For which types of records is this technology appropriate?**

Agencies need to determine the business activities for which social networking technology is appropriate if the agency is unable to manage the creation, receipt and retention of public records documenting the public business they transact using social networking websites.

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**

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## **Electronic Records Management: Capture and Retention of Text Messages**

**Purpose:** Provide guidance to state agencies and local government entities on how to capture text messages for records retention purposes.

### **Is the agency or the phone company responsible for retaining text messages?**

**THE AGENCY** – The responsibility for ensuring that public records of agency business conducted via text messaging are appropriately retained lies with the agency.

### **But doesn't the phone company have all the text messages?**

**MAYBE** – Phone companies are governed by their own policies, compliance with their own regulatory framework and by the contract your agency makes with them.

Agencies need to be aware and understand what their contract with their text messaging service provider covers in terms of retention of text messages and the agency's ability to access those records, especially if agencies are choosing to rely on their provider to meet the agency's records retention responsibilities.

### **What options are there for capturing and retaining text messages?**

1. **Users Save Messages** – Agencies can choose to have their users be responsible for manually saving their text messages to an agency-controlled storage device such as an Enterprise Content Management (ECM) system or a server. However, it may difficult to demonstrate that this is done consistently, especially if questioned during litigation.
2. **Automatic Capture to Agency-Controlled Storage** – Agencies can choose to either configure their text messaging service or use third-party software to automatically capture each text message sent and received either into a repository or as an email sent to the agency.
3. **Vendor Capture and Store Services** – Agencies can choose to use a vendor service to capture and retain their public record text messages. Again, agencies will need to be aware and understand what their contract with their vendor service provides in terms of retention, access to the records, what happens to the text message records at the end of their minimum retention periods and what happens if the contract is terminated or the vendor goes out of business.

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**

# RECORDS RETENTION SCHEDULE

REFERENCE: RCW 40.14

AGENCY NO. <b>365</b>		AGENCY TITLE <b>Washington State University</b>		OFFICE NAME <b>Procedures, Records, and Forms</b>			MAIL CODE <b>1225</b>	WSUORG NO. <b>1470</b>
RECORDS COORDINATOR CONTACT NAME <b>Joy Faerber</b>				RECORDS COORDINATOR SIGNATURE		CONTACT TELEPHONE <b>335-2005</b>	DATE OF SUBMITTAL <b>Jun 14, 2017</b>	
ITEM NO.	STATUS (No change if no box is checked.)	TITLE / DESCRIPTION	OPR OR OFM	LOCATION OF OTHER COPIES	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO. (DAN)	ARCHIVAL DESIGNATION / REMARKS	
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	This revised retention schedule completely supersedes any and all previous schedules for records unique to this office. Refer to the All-University Schedule in BPPM 90.01 for retention periods of records common to many University offices.						
1	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>FORMS USERS DATABASE*</b> Database used to generate number series for tracking WSU Invoice vouchers. This database includes the WSU Invoice (Receivables System) Number File.	OPR		Retain for 6 years after superseded, then destroy.	05-02-60803		
2	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>REVIEW RECORD*</b> Database summary of policies and procedures manuals revision drafts sent for review and approval.	OFM		Retain for 6 years after new section or revision published, then destroy.	05-02-60804		
3	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>RULE MAKING (WASHINGTON ADMINISTRATIVE CODE -- WAC)</b> Records relating the development of University rules and amendments (Washington Administrative Code). Includes, but is not limited to: • Records comprising the official University rule making file in accordance with RCW 34.05.370(2); • Internal University documents described in RCW 34.05.370(3) (other than preliminary drafts), such as notes, recommendations, intra-agency memoranda, etc.; • Related correspondence/communications.	OPR		Retain for 6 years after rule superseded/ not proceeded with, then Transfer to Archives for permanent retention.	GS 10009 Rev. 1	Archival (permanent retention)	
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	Excludes: • Preliminary drafts covered by Drafting and Editing (DAN GS 50008; see All-Univ Recs Rtn Schedule--Admin-General Office Recs); • Rules development agendas in accordance with RCW 34.05.314 covered by Reporting to External Agencies (Mandatory) (DAN GS 19004; see All-Univ Recs Rtn Schedule--Admin-General Office Recs).						
4	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>USABILITY TESTING CONSENT FORMS*</b> Forms used by subjects agreeing to participate in usability testing.	OPR		Retain for 6 years after end of fiscal year, then destroy.	90-7-46431		
5	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>USABILITY TESTING RESULTS*</b> Results of usability testing process.	OFM		Retain for 2 years after end of fiscal year, then destroy.	90-7-46432		
UNIVERSITY RECORDS OFFICER APPROVAL <input type="checkbox"/> The above retention periods have been approved by the State Records Committee.			RECORDS OFFICER NAME <b>Deborah Bartlett</b>		RECORDS OFFICER SIGNATURE			

**SHOULD I RETAIN OBSOLETE RECORDS?  
Good Records Management Means Not Keeping  
The Old Stuff without a Good Reason**

*Jeffrey T. Even, Assistant Attorney General<sup>1</sup>  
July 1999*

So. You have some old records. The Archives and Records Management folks have let you know that the records are now old enough that the law, and the records retention schedules, no longer require you to keep them. Maybe you're not sure what you should keep—even though you don't have to—and what you should let them get rid of. Maybe a few words will help.

You already know that you're not supposed to destroy records that the law obligates you to keep, but sometimes agencies are too reluctant to get rid of the stuff they no longer need. You should keep records that you have a good reason to keep, but "just in case" is not a good reason. Here are a few reasons to let go of what you don't need:

- Keeping stuff you don't need costs money.
- Keeping organized records, uncluttered by ancient and obsolete materials, makes it easier to find what you need when you need it.
- Failure to dispose of public records you no longer need creates unnecessary complication and expense when your agency receives a public records request or becomes involved in litigation. Even if the ancient and obsolete records are not relevant to a request or to a lawsuit, you will be required to search through them in order to respond. You cannot destroy documents when a public records request or lawsuit is pending.<sup>2</sup>
- Failure to properly respond to a public records request will cost your agency money. This is more likely when you have more records to review because you kept stuff you didn't need. Under the Public Disclosure Act, a court is required to order financial sanctions if an agency improperly denies a request for records or fails to respond to a request within a reasonable time.
- If the request comes during litigation, in the form of a discovery request, the failure to properly provide the requested records could cost substantial amounts of money. Washington courts have recently approved large monetary sanctions for discovery abuses.
- Storage facilities cost the taxpayers money. When you neglect to cull unneeded ancient and obsolete records, state storage facilities fill up with the stuff. Maybe the taxpayers will have to build a new building, just to hold the records you could have let go. Sort of a shame.

By all means, keep what the law requires you to keep. Keep what the law doesn't require you to keep if you have a good reason to keep it. But please don't just keep stuff without a good reason. Proper records management simplifies your life, and saves the taxpayers money. In the end these are very good things.

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<sup>1</sup> This document sets forth the individual views of its author, but cannot be regarded as the formal opinion of the Attorney General.

<sup>2</sup> In case of litigation, you should consult with your assigned counsel to determine what records should be placed on "hold" during the lawsuit.