

# RECORDS RETENTION SCHEDULE

REFERENCE: RCW 40.14

AGENCY NO.		AGENCY TITLE		OFFICE NAME			MAIL CODE	WSUORG NO.	
365		Washington State University		WSU Extension			6248	0041	
RECORDS COORDINATOR CONTACT NAME				RECORDS COORDINATOR SIGNATURE			CONTACT TELEPHONE	DATE OF SUBMITTAL	
John Winder							335-2933	9/5/2007	
ITEM NO.	STATUS (No change if no box is checked.)	TITLE / DESCRIPTION	OPR OR OFM	LOCATION OF OTHER COPIES	CUTOFF	RETENTION PERIOD	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.							
	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	The name of this office of record is changed from CAHE Cooperative Extension to WSU Extension, effective October 2004.							
1	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE*</b> • Information-only copies, or extracts of documents distributed for reference or convenience, i.e., announcements or bulletins • Misc. notes that do not have legal or fiscal value, including phone message slips & transitory e-mail • Copies of published materials • Undistributed or extra copies • Blank forms not subject to audit • Preliminary drafts	OFM		no longer needed	0	GS 50001		
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	• Routing slips • Transmittal memos • Published reference materials received from outside sources • Stocks of publications • Reservations and confirmations • Copies of inter- or intra-agency memoranda, bulletins or directives of a general information and non-continuing nature							
2	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>AWARD FILES*</b> Provides a record of application materials and winners of national, regional, and statewide awards.	OFM		award	2 yrs	08-03-61756	Archival	
3	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>BANK ACCOUNT REQUEST</b> Requests authorization to establish a commercial bank account. (NOTE: The cutoff and retention period listed here are for secondary copies held by the WSU Extension offices. The Controller's Office maintains the primary copy from the end of the fiscal year plus 3 yrs.)	OFM	Controller*  Dean	fiscal year	2 yrs	WSU—GS 04		
4	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>BUDGET STATEMENT</b> Used to communicate financial status of University accounts. (NOTE: The cutoff and retention period listed here are for secondary copies held by WSU Extension district offices. General Accounting maintains the primary copy from the end of the fiscal year plus 6 yrs. )	OFM	General Accounting* (microfiche)	admin purpose served	0	WSU—GS 04		
<b>UNIVERSITY RECORDS OFFICER APPROVAL</b> <input type="checkbox"/> The above retention periods have been approved by the State Records Committee.			<b>RECORDS OFFICER NAME</b> Ralph Jenks		<b>RECORDS OFFICER SIGNATURE</b>				

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John Winder							335-2933	9/5/2007		
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5	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>CASH DEPOSIT REPORT (WSU 1223)</b> Used to deposit monies into WSU accounts. (NOTE: The cutoff and retention period listed here are for the secondary copy held by WSU Extension district offices. The Controller's Office maintains the primary copy from the end of the fiscal year plus 6 yrs. )			OFM	Controller* (OPR)	fiscal year	2 yrs	WSU—GS 04	
6	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>CASH REGISTER RECONCILIATION RECORDS*</b> Provides a record of comparison and balancing of cash register receipts and adjustments with payments received. Includes daily reconciliation sheet, cash register tape, and all supporting documents. (For internal WSU Extension purposes: These records are retained in WSU Extension district offices.)			OPR		fiscal year	6 yrs	WSU—GS 04	
7	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>CASHIER RECEIPTS</b> Documents transactions of money received by the WSU Controller. Includes Student Loan and Accounts Receipts and Accounts Receivable. (NOTE: The cutoff and retention period listed here are for secondary copies held by WSU Extension district offices. General Accounting maintains the primary copy from the end of the fiscal year plus 6 yrs. )			OPR		fiscal year	2 yrs	WSU—GS 04	
8	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>CIVIL RIGHTS DOCUMENTS*</b> Provides a record of civil rights materials, e.g., documents related to equal employment opportunity (EEO), Americans with Disabilities Act (ADA), ethnicity efforts, compliance and notification efforts, used for audit purposes and to compile annual county reports to the state Human Rights Commission and Higher Educational Coordinating Board, and the federal Department of Agriculture. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)			OFM		calendar year	5 yrs	07-12-61650	
9	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>CREDIT CARD TRANSACTION RECORDS</b> Provides a record of credit card payments and refunds from non-University clients. Includes electronically-processed swipe-transfer credit card machine transaction tapes, manually-processed credit card imprint forms, and original individual sales receipts (for refund documentation).			OPR	District Office (WSU Extension)* or Controller*	fiscal year	6 yrs	WSU—GS 04	
10	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DAILY ACTIVITY REPORTS, TIME CLOCK CARDS, AND ALTERNATIVE TIME/PIECE RECORDS*</b> Used by positive pay employees to record hours of work or completed pieces. An individual record may be either a Daily Activity Report, a time clock card, or a Human Resource Services approved alternative time/piece record. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)			OPR		calendar year	6 yrs	WSU--GS 06	
11	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DEPARTMENT (WSU EXTENSION DISTRICT) COMMITTEE MINUTES*</b> Minutes and other records of the committees which function within the department contributing to the department's governance and management. (NOTE: For purposes of WSU Extension, the district is the "department" for this records series. This records series was approved by the State Records Committee (SRC) for University use under WSU--GS 09 as "Department Committee Minutes" with the description stated above. These records are retained in the WSU Extension district offices.)			OFM		calendar year	3 yrs	WSU--GS 09	Archival
<b>UNIVERSITY RECORDS OFFICER APPROVAL</b> <input type="checkbox"/> The above retention periods have been approved by the State Records Committee.					<b>RECORDS OFFICER NAME</b> Ralph Jenks		<b>RECORDS OFFICER SIGNATURE</b>			

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John Winder						335-2933		9/5/2007		
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12	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DEPARTMENTAL (STATEWIDE WSU EXTENSION) PLANNING*</b> Administrative unit's goals and objectives. Accreditation information. Provides reference for continued planning. (NOTE: For purposes of WSU Extension, statewide WSU Extension is the "department" for this records series. This records series was approved by the SRC for University use under WSU--GS 09 as "Departmental Planning" with the description stated above. These records are retained in the WSU Extension Associate Vice President and Dean's office.)			OFM		calendar year	4 yrs	WSU--GS 09	Archival
13	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DEVELOPMENT MATERIALS—DEVELOPMENT OFFICE FILES*</b> Provides a record of WSU Extension's development office meetings and fundraising activities. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)			OFM		calendar year	5 yrs	07-12-61651	
14	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DEVELOPMENT MATERIALS—PROSPECTIVE DONOR INFORMATION*</b> Provides a record of information regarding prospective donors. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)			OFM	WSU Foundation	calendar year	5 yrs	08-03-61760	
15	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DIAGNOSTIC LABORATORY REPORT REFERENCE COPIES</b> Reference copies of diagnostic laboratory tests on animals, plants, and soil samples. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)			OFM	applicable soil laboratory*, plant laboratory*, animal laboratory*	admin purpose served	0	08-03-61761	
16	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input checked="" type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>DIRECTOR'S MEMO*</b> An internal newsletter to inform offices of policies and activities. (This records series is discontinued and incorporated into the records series "Official Correspondence," DAN #GS 10007, effective March 2007.)			OFM		calendar year	5 yrs	75-10-15936 Revision 1	
17	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>EMERGENCY RESPONSE PLAN FILES*</b> Provides a record of departmental emergency response plan files. Includes disaster recovery plan documentation. NOTE: The department sends a copy of the documentation to the campus police or security department OR the local police/fire department and the Emergency Management Office in Business Affairs. (For purposes of WSU Extension, the county is the "department" for this records series. This records series was approved by the State Records Committee (SRC) for University use under WSU--GS 08 with the description stated above. These records are retained in the WSU Extension county offices.)			OFM	Campus Police or Security OR Local Police/ Fire Dept.  Emergency Management Office, Bus. Affairs	until superseded	1 yr	WSU—GS 08	
18	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>EXPENDITURE TRANSFER REQUEST (WSU 1048)</b> Used by budget administrator and Principal Investigator to transfer identifiable direct charges between funding sources. (NOTE: The cutoff and retention period listed here are for secondary copies held by WSU Extension district offices. The Controller's Office maintains the primary copy from the end of the fiscal year plus 6 yrs. )			OFM	Controller*	fiscal year	2 yrs	WSU—GS 04	

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19	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>FEDERAL PLAN OF WORK*</b> State and county report describing activities to be undertaken. (Revision 1: This revision changes the title of this records series from "Federal Four-Year Plan of Work (Includes Affirmative Action/Civil Rights)," updates the name of the secondary copy office holder from U.S. Cooperative Extension Service, and adds an internal office retention comment to the description, effective March 2007.) (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)			OFM	USDA CREES	calendar year	8 yrs	91-04-47840 revision 1	Potential University Archives
20	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>FEDERAL REPORTS OF ACCOMPLISHMENT*</b> A summary of activities conducted by state and county offices. (Revision 2: This revision changes the title of this records series from "Federal Accomplishment," updates the name of the secondary copy office holder from U.S. Cooperative Extension Service, and adds an internal office retention comment to the description, effective March 2007.) (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)			OFM	USDA Cooperative State Research, Education, and Extension Service (CREES)	calendar year	2 yrs	75-10-15939 revision 2	Potential University Archives
21	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>GENERAL CORRESPONDENCE*</b> Routine correspondence concerning day-to-day office administration and activities. Includes correspondence between other offices within WSU, routine correspondence with other agencies, and correspondence with the public on routine matters. Does not include program correspondence, executive level correspondence or correspondence concerning policies and procedures. (For internal WSU Extension purposes: These records are retained in all WSU Extension offices.)			OFM		activity	30 days	GS 09005	
22	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>GENERAL PROGRAM SUPPORT DOCUMENTS*</b> Provides an informal record of general Extension program support functions. May include informal county-originated fact sheets, informal program notes, handouts, informal evaluations, reference material, outlines, and volunteer resource notebook materials. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)			OFM		admin purpose served	0	08-03-61762	
23	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>GIFT TRANSMITTAL AND ACKNOWLEDGMENT (WSU 1218)</b> Documents nature of gifts and their donor(s) and accompanies gifts routed from WSU units to WSU Foundation--Gift Accounting. Copy of form to Controller when an in-kind gift. (NOTE: The cutoff and retention period listed here are for secondary copies held by WSU Extension district offices. WSU Foundation--Gift Accounting maintains the primary copy from the end of the fiscal year plus 6 yrs. The Controller's Office maintains a secondary copy until the end of the fiscal year plus 2 yrs.)			OFM	WSU Foundation--Gift Accounting* Controller	fiscal year	2 yrs	WSU—GS 04	
24	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>HISTORY FILES*</b> Documentation of the history and development of an office, program, or event. May include photographs, videotapes, newsletters, scrapbooks, or articles. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)			OFM		calendar year	5 yrs	GS 10013	Potential University Archives
25	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>INVOICE RECEIPTS (WSU 1054)</b> Used to record all sales (except internal) and all collections of cash. (NOTE: The cutoff and retention period listed here are for secondary copies held by WSU Extension district offices. The Cashier/Revenue office maintains the primary copy from the end of the fiscal year plus 6 yrs. )			OFM	Cashier/Revenue* (OPR)	fiscal year	2 yrs	WSU—GS 04	
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26	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>LEASES</b> Records documenting the lease of state-owned property or facilities to public or private organizations or individuals, and records documenting leases of property by state agencies. May include leases or other agreements (including memorandums of understanding between counties and WSU Extension), correspondence, lease approvals from control agencies, copies of fiscal documents, requests for maintenance and repairs, and other documents related to a rented or leased facility. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	OPR	VP Business and Finance*	expiration of agreement	6 yrs	GS 21004		
27	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>LEAVE REPORT FOR EXCEPTED CLASSIFIED EMPLOYEES (WSU 1300)*</b> Used to record attendance and leave for overtime-ineligible (excepted) classified employees. The record copy of this file is maintained by the employing department until termination of employment. At termination of employment the file is sent to Human Resource Services (HRS) for audit. (For internal WSU Extension purposes: These records are retained in Associate Vice President and Dean's office; copies may be held in WSU Extension district offices. Cutoff and retention of all copies is the same.)	OPR	Payroll* (OPR) (pay-affecting only) HRS Department (WSU Extension)* Employee	termination of employment	0	WSU--GS 06		
28	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>LEAVE REPORT (WSU 1126)</b> Used to record leave activity for faculty and administrative professional personnel. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	OFM	Payroll* (OPR) (pay-affecting only) HRS Department (WSU Extension)* Employee	calendar year	2 yrs	WSU--GS 06		
29	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>MARKETING MATERIALS*</b> Brochures, CDs, and DVDs prepared and distributed to the public to promote the services of WSU Extension in the community. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)	OFM		calendar year	1 yr	08-03-61757	Archival	
30	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>MINUTES AND FILES OF GENERAL OFFICE MEETINGS (WSU EXTENSION DISTRICTS)*</b> Minutes, agendas and meeting files from department staff meetings, internal committees, task force committees, and other internal department meetings which meet to coordinate activities, work out problems, serve as sounding boards, or vehicles for communication. (NOTE: For purposes of WSU Extension for this records series, the WSU Extension districts are the "department" and "staff" may include administrative, faculty, and staff employees. This records series was approved by the SRC for state agency use under state #GS 09009 with the description stated above.) (For internal WSU Extension purposes: These records are retained in WSU Extension district offices.)	OFM		date of document	2 yrs	GS 09009		
31	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>MINUTES AND FILES OF POLICY-SETTING MEETINGS (STATEWIDE WSU EXTENSION)*</b> Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules, or regulations for an agency or a number of agencies. (NOTE: For purposes of WSU Extension for this records series, statewide WSU Extension is the "agency." This records series was approved by the SRC for state agency use under state #GS 10004 with the description stated above.) (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	OFM		date of document	6 yrs	GS 10004		
32	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>OFFICIAL CORRESPONDENCE*</b> Correspondence and memos at the executive level, concerning policy issues, concerns, actions or issues. (For WSU Extension purposes, this records series also includes internal newsletters from the Associate Vice President and Dean's office.) (For internal WSU Extension purposes: These records are retained in Associate Vice President and Dean's office; copies may be held in WSU Extension district, program director, and/or county offices. Cutoff and retention of all copies is the same.)	OFM		date of document	4 yrs	GS 10007	Archival  Possibly Essential	

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33	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>PARENTAL CONSENT AND HEALTH FORMS*</b> Provides a record of parental/legal guardian consent for a child to participate in WSU Extension events, parental consent for photograph release for child photographs taken at WSU Extension events, pertinent health information for the child regarding health conditions that may limit physical ability, and physician contact information. (For internal WSU Extension purposes: These records are retained in WSU Extension 4-H program director and county offices.)	OPR		minor reaches age 18 OR disposal of image, whichever occurs last	6 yrs	07-12-61656		
34	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>PERSONAL SERVICE CONTRACTS</b> Contracts with individuals or firms for specialized services. (NOTE: The cutoff and retention period listed here are for the secondary copies held by WSU Extension district offices. The Controller's Office maintains the primary copy from the termination of the contract plus 6 yrs. )	OFM	Controller*	admin purpose served	0	GS 01051		
35	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>PHOTOGRAPH/RECORDING RELEASE FILES FOR MINORS*</b> Provides a record of authorization by minor models (under age 18) or parents/guardians for the University to use photographic images or audio or video recordings for University purposes, including but not limited to, advertising and promotion. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices and/or the Associate Vice President and Dean's office.)			disposal of image or recording OR minor reaches age 18, whichever occurs last	6 yrs	WSU--GS 11	Potential University Archives	
36	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>PHOTOGRAPH/RECORDING RELEASE FILES*</b> Provides a record of authorization by adult models for the University to use photographic images or audio or video recordings for University purposes, including but not limited to, advertising and promotion. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices and/or the Associate Vice President and Dean's office.)	OFM		disposal of image or recording	6 yrs	WSU--GS 11	Potential University Archives	
37	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>PROCEDURE NUMBER APPLICATION</b> Assigns computing service procedure numbers to identify customers and bill for computing services. (NOTE: The cutoff and retention period listed here are for secondary copies held by the WSU Extension Associate Vice President and Dean's office. Information Technology Services maintains the primary copy from the termination of the number plus 1 yr. )	OFM	Information Technology Services*	admin purpose served	0	WSU--GS 04		
38	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>PUBLICATIONS, STATE GOVERNMENT, UNIVERSITY COPY*</b> Publications created by the University which may include manuals, brochures, schedules, and reports regardless of media and made available to other agencies or the public. Publications may be related to the agency producing the document (WSU), a specific program within the University, or to the State of Washington. NOTE: State agencies are required to submit to the Washington State Library at least two copies of each print publication which is intended for general dissemination of state agencies or the public. When the publication is produced in electronic format the University need only provide	OPR		date of publication	6 yrs	GS 15008	Possibly Archival  Possibly Essential	
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	one copy to the Library. If the publication is produced in both print and electronic format, the University must provide two print copies and one electronic copy. Also, the University is required annually to provide a list of all publications provided to state government or the public during the preceding year. See RCW 40.06.030. Print copies can be sent to PO Box 42460, Olympia, WA 98504-2460. For further information call 360-704-5265. (For internal WSU Extension purposes: These records are retained in the WSU Extension Publications office, as an extension of the Associate Vice President and Dean's office.)							
UNIVERSITY RECORDS OFFICER APPROVAL <input type="checkbox"/> The above retention periods have been approved by the State Records Committee.			RECORDS OFFICER NAME <b>Ralph Jenks</b>		RECORDS OFFICER SIGNATURE				

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RECORDS COORDINATOR CONTACT NAME				RECORDS COORDINATOR SIGNATURE			CONTACT TELEPHONE		DATE OF SUBMITTAL	
John Winder							335-2933		9/5/2007	
ITEM NO.	STATUS (No change if no box is checked.)	TITLE / DESCRIPTION			OPR OR OFM	LOCATION OF OTHER COPIES	CUTOFF	RETENTION PERIOD	DISPOSITION AUTHORITY NO. (DAN)	ARCHIVAL DESIGNATION / REMARKS
39	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>REQUEST TO SERVE FOOD AT MEETINGS AND TRAINING SESSIONS</b> Authorizes the use of University monies for the purchase of meals, coffee and light refreshments at meetings and formal training sessions that are official University business. (NOTE: The cutoff and retention period listed here are for the secondary copy held by the WSU Extension Associate Vice President and Dean's office. The Controller's Office maintains the primary copy from the end of the fiscal year plus 2 yrs. )			OFM	Controller*	fiscal year	1 yr	WSU—GS 04	
40	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>RESEARCH DATA</b> Provides a record of compiled research data gathered during the course of a grant or contract. May include data collection and evaluation, instruments, statistics, questionnaires and similar materials. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)			OFM	Principal Investigator*	project completion	3 yrs	WSU--GS 02	
41	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>ROUTINE GENERAL OFFICE POLICIES AND PROCEDURES*</b> Policies and procedures covering the routine, day-to-day operations of an office or unit. Does not include University mission-related policies and procedures. (For internal WSU Extension purposes: These records are retained in WSU Extension county, district, and the Associate Vice President and Dean's offices.)			OFM		until superseded	0	GS 09001	Possibly Essential
42	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>SUPERVISOR'S ACCIDENT INVESTIGATION REPORT (WSU 1246)</b> Records accident investigation by supervisor. (For internal WSU Extension purposes: These records are retained in WSU Extension county, district, and the Associate Vice President and Dean's offices.)			OFM	Environmental Health & Safety*  Safety Committee	calendar year	2 yrs	WSU—GS 08	
43	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>TENURE/PROMOTION EVALUATION DOCUMENTS (denied candidates)</b> Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office and district offices.)			OFM	Human Resource Services*  Dean	denial	3 yrs	WSU--GS 06	
44	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>TENURE/PROMOTION EVALUATION DOCUMENTS (successful candidates)</b> Includes evaluations, ballots, and resumes used to determine award of faculty tenure and/or promotion. Includes actual tenure and/or promotion consideration as well as third-year and/or promotion review. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office and district offices.)			OFM	Human Resource Services*  Dean	award	3 yrs	WSU--GS 06	
45	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>TIME REPORT (WSU 1010)*</b> Used to record attendance, leave, and overtime for overtime-eligible faculty, administrative/professional, and classified employees. NOTE: For classified employees, the record copy of this file is maintained by the employing WSU Extension district or county office until termination of employment (TOE). At TOE the file is sent to Human Resource Services (HRS) for audit. For faculty and administrative professional employees, the record is sent to HRS upon completion and approval. HRS audits are conducted at TOE. (Payroll maintains a record copy for TOE + 6 yrs.)			OPR	Payroll* (OPR) (pay-affecting only)  HRS  Department (WSU Extension)*  Employee	termination of employment	0	WSU--GS 06	
<b>UNIVERSITY RECORDS OFFICER APPROVAL</b> <input type="checkbox"/> The above retention periods have been approved by the State Records Committee.					<b>RECORDS OFFICER NAME</b> Ralph Jenks			<b>RECORDS OFFICER SIGNATURE</b>		

# RECORDS RETENTION SCHEDULE

REFERENCE: RCW 40.14

AGENCY NO.		AGENCY TITLE		OFFICE NAME			MAIL CODE	WSUORG NO.	
365		Washington State University		WSU Extension			6248	0041	
RECORDS COORDINATOR CONTACT NAME				RECORDS COORDINATOR SIGNATURE			CONTACT TELEPHONE	DATE OF SUBMITTAL	
John Winder							335-2933	9/5/2007	
ITEM NO.	STATUS (No change if no box is checked.)	TITLE / DESCRIPTION	OPR OR OFM	LOCATION OF OTHER COPIES	CUTOFF	RETENTION PERIOD	DISPOSITION AUTHORITY NO. (DAN)	ARCHIVAL DESIGNATION / REMARKS	
46	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>TRAINING FILES--GENERAL PUBLIC*</b> Information used to conduct training or orientation sessions, or to provide information to the University's public customers. May include: training announcements, registration information, reference material, outlines, handouts, notes, evaluations, videos, presentation material, and trainings given to special client and stakeholder groups. NOTE: This series does not apply to any training that results in the issuance of a required certificate or license. (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)	OFM		until superseded or obsolete	0	GS 05007		
47	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>TRAVEL EXPENSE VOUCHER (AND SUPPORTING DOCUMENTATION) (WSU 1005)</b> Vouchers submitted to claim reimbursement for employee travel expenses. If electronically processed, the department retains the official copy of the supporting documentation. If manually processed, the department attaches the supporting documentation to the voucher when submitted to the Controller--Travel. (NOTE: For purposes of WSU Extension, the district is the "department" for this records series. This records series was approved by the State Records Committee (SRC) for University use under WSU--GS 05 with the description stated above. These records are retained in the WSU Extension district offices.)	OPR or OFM	Travel Department* (OPR) (if manually processed)	fiscal year (if electronically processed) OR fiscal year (if manually processed)	6 yrs  2 yrs	WSU--GS 05  WSU--GS 05		
48	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>VENDOR PAYMENT FILES*</b> Documentation of WSU disbursements. May include all documentation related to University purchases, incl. voucher distrib. registers, vendor remittance advisories, doc. transmittals & certification rpts., encumbrance requests & other documentation which provides a record of payments to vendors & other agencies for goods & sves. May include, but is not limited to: Purchase Order (Department Order) Files, Purchase Requisition Files, Blanket Order Requisition Files, Blanket Order Purchase Transaction Files, Invoice Voucher Files, Printing Requisition Files, Copy Ctr. Request	OPR	Department* or Controllers Office* or Purchasing*	fiscal year	6 yrs	GS 01004	Possibly Essential	
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	Files, Travel Expense Payment Files, Interagency Billing Files, Encumbrance & Liquidation Records. (NOTE: For purposes of WSU Extension, the district is the "department" for this records series. This records series was approved by the State Records Committee (SRC) for statewide use as GS 01004 with the description stated above. These records are retained in the WSU Extension district offices.)							
49	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>VOLUNTEER FILES*</b> Applications, agreements, L & I forms, and other information pertaining to volunteers. May include disclosures of pertinent health information regarding diseases and/or health conditions that would limit the volunteer's physical ability. (NOTE: All documentation which includes health information must be maintained in a secure and confidential manner.) (For internal WSU Extension purposes: These records are retained in WSU Extension county offices.)	OPR		termination of service	6 yrs	GS 03017	Essential	
50	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	<b>WASHINGTON EXTENSION MANAGEMENT INFORMATION SYSTEM (WEMIS) REPORTS*</b> A computer printout of activity used by management personnel. (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	OFM		calendar year	2 yrs	75-10-15941 revision 1		
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER								

UNIVERSITY RECORDS OFFICER APPROVAL

The above retention periods have been approved by the State Records Committee.

RECORDS OFFICER NAME

Ralph Jenks

RECORDS OFFICER SIGNATURE