

# WSU Records Retention Overview

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Faculty Senate January 29, 2026

# STATE OF WASHINGTON RECORDS

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

[\(RCW 40.14.010\)](#)

WSU is a state agency; therefore, WSU records are public records.

# LEGAL REQUIREMENT

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RCW 40.14  
(Preservation **and Destruction**  
Of Public Records)



Public records may not be destroyed, microfilmed, or transferred to archives without authorization (which the retention schedules grant).

CLOSE X

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# Records Retention and Disposition

All WSU personnel are responsible for retaining and disposing of university records in accordance with retention periods approved by the Washington state records committee.

[\(RCW 40.14\)](#)

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 university records retention schedule. Records series titles held by one department only are included on a department records retention schedule. See links to all schedules below.

To request changes to any records retention schedule, email [policies@wsu.edu](mailto:policies@wsu.edu). See the most recent [Summary of Changes](#) (February 2025).

## Resources

- [Reading the Records Retention Schedules](#) (and how to create an in-house schedule)
- [Transitory and Duplicate Records Quick Reference](#)
- Download the [University Records Retention Schedule](#) (Word)
- [BPPM 90.01](#) University Records Retention and Disposition

[University Records Retention Schedule](#)

[Department Records Retention Schedules](#)

- [Accounting and Fiscal Records](#)
- [Administrative–Executive Level Records \(Dean and above\)](#)
- [Administrative–General Office Operations](#)
- [Information Services Records](#)
- [Legal Files Records](#)
- [Library Services Records](#)
- [Mail Services Records](#)
- [Payroll and Personnel Records](#)
- [Property Management Records](#)
- [Public Affairs and Public Disclosure Records](#)
- [Purchasing Records](#)
- [Records Management Files](#)
- [Research and Sponsored Projects Records](#)
- [Safety Records](#)
- [Security Records](#)
- [Student Records](#)
- [Travel Records](#)

[Legacy Records](#) — The records in this table are discontinued. The unit identified as the official record holder is responsible for maintaining the records until the end of the stated retention period.

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## Class Examinations, Papers, Assignments, Agreements, Correspondence

Provides a record of student examination, papers, projects, and other assignments completed by students in fulfillment of course or degree requirements. Includes, but is not limited to, agreements or contracts between students and professors for design and implementation of special projects, independent study, and/or research; hardcopy materials not retrieved by the students after they are graded; electronically-stored student materials retained by the instructor or department; class materials, online discussions and e-mail, generated by or maintained in the electronic learning management system.

**Official Copy:** Academic Department

**Retention and Disposition:** Retain for 1 year after end of term, then destroy.

*DAN 11-12-63441 Rev. 1 (Student Records)*

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## Course History Files

Provides a record of the content of approved academic courses. May include course descriptions, sample examinations, textbook lists, bibliographies, syllabi, class presentation material, etc.

**Official Copy:** Academic Department

**Retention and Disposition:** Retain until course discontinued, then transfer to Archives for appraisal and selective retention.  
*(Archival)*

*DAN 11-12-63442 (Student Records)*

## Department Records Retention Schedule



This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name Department of Anthropology	Office I.D. # 1250	Records Coordinator Jo Bonner	Telephone 335-3441	E-Mail jobonner@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved February 5, 2025	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<b>Archeological Research Data</b> Provides a record of information collected by University archeological research teams.		Retain permanently	83-11-33254	

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WSU1302-PAF001-1224

Office Name Carson College of Business	Office I.D. # 0012	Records Coordinator Cheryl Oliver	Telephone 335-2363	E-Mail
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 14, 2017	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<b>Masters Papers Files</b> Projects completed by students in partial fulfillment of master's requirement for non-thesis degrees. Includes business plans, portfolio or other documents related to the "final program requirement," but does not include papers for course work outside of the graduation requirement.		Retain for 5 years after departure of student, then destroy.	83-01-31118 Rev. 1	

# STATE REQUIREMENT FOR ELECTRONIC RECORDS

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

[WAC 434-662-040](#)

# CONFIDENTIAL RECORDS

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

Includes personal information, FERPA-covered content, etc. EXCEPT for some scenarios regarding educational use, program funding, etc.

Students requesting their own education records go through the Registrar, not Public Records



# STUDENT EDUCATIONAL RECORDS

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Does not cover:

- Records created by the police department
- Records relating to capacity as an employee
- “Self-reference” materials created by instructors and administrators

Students can waive the confidentiality for applications and other purposes.

See UPPM [90.06](#) Release of Student Education Records

# AFTER JAN. 1, 1975

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Students may review and receive copies of recommendations, evaluations, and comments concerning themselves, regardless of format or consent of the author.

# DEPT. RECORDS COORDINATOR

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- Liaison with Records Officer (PRF)
- Notifies Records Officer (PRF) of changes in office records.
- Files and refers to records retention schedules.
- Applies retention standards to records.
- Ensures that department personnel apply retention standards to records held in their files and computers.

# NEED MORE INFORMATION?

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## Contact Policies, Records, and Forms

Email: [policies@wsu.edu](mailto:policies@wsu.edu)

Visit the Washington Secretary of State website at:

[sos.wa.gov/archives/](https://sos.wa.gov/archives/)