

RECORDS RETENTION SCHEDULE

REFERENCE: RCW 40.14

AGENCY NO. 365		AGENCY TITLE Washington State University		OFFICE NAME WSU Extension			MAIL CODE 6248	WSUORG NO. 0041
RECORDS COORDINATOR CONTACT NAME Kathy Stilwell				RECORDS COORDINATOR SIGNATURE		CONTACT TELEPHONE 335-2933	DATE OF SUBMITTAL Jun 14, 2017	
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 checked="" 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.  (This series is discontinued and replaced by Reporting/Filing (Mandatory) -- Employment-Related (DAN GS 03056; see All-Univ Recs Retn Schedule--Payroll/Pers Recs table in BPPM 90.01.)	OFM		Retain for 5 years after end of calendar year, then destroy.	07-12-61650	(For internal WSU Extension purposes: These records are retained in WSU Extension county offices. Notify county office records coordinators of the change to this series.)	
2	<input type="checkbox"/> NEW <input 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.  (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	OFM	USDA CREES	Retain for 8 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	91-04-47840 revision 1	Archival (appraisal required)	
3	<input type="checkbox"/> NEW <input 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.  (For internal WSU Extension purposes: These records are retained in the WSU Extension Associate Vice President and Dean's office.)	OFM	USDA Cooperative Research, Education, and Extension Service (CREES)	Retain for 2 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.	75-10-15939 revision 2	Archival (appraisal required)	
4	<input 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		Retain for 1 year after end of calendar year, then Transfer to Archives for appraisal and selective retention.	08-03-61757	Archival (appraisal required)	
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER							
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER							
UNIVERSITY RECORDS OFFICER APPROVAL <input checked="" type="checkbox"/> The above retention periods have been approved by the State Records Committee.			RECORDS OFFICER NAME Deborah Bartlett		RECORDS OFFICER SIGNATURE <i>Deborah Bartlett</i>			