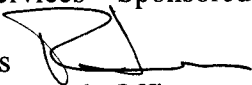


MEMORANDUM

DATE: May 13, 2010

TO: Nancy McMahon
Business Services—Sponsored Programs Services

FROM: Ralph Jenks 
University Records Officer

SUBJECT: Approved Records Retention Schedule

Please find attached your office's copy of the Records Retention Schedule, which authorizes you to dispose of the unique Records Series Titles listed in accordance with the indicated minimum retention periods. Other records you may use are covered by the All-University Records Retention Schedule in the *Business Policies and Procedures Manual*.

State law and the Washington administrative code require that offices review their retention schedules at least once every two years. Please contact us when you need to update your schedule.

Refer to Section 90.01 of the *Business Policies and Procedures Manual* or contact Procedures, Records, and Forms (e-mail=forms@mail.wsu.edu) at 335-2005 if you have questions.

Thank you for your interest and attention in this matter.

attachment

cc: Gloria VanAusdle, Business Services/Controller's Office

RECEIVED

MAY 17 2010

Sponsored Programs Services

RECORDS RETENTION SCHEDULE

REFERENCE: RCW 40.14

ITEM NO.	STATUS (if no change is checked.)	TITLE / DESCRIPTION	OFFICE NAME	RECORDS COORDINATOR SIGNATURE	CONTACT TELEPHONE	DATE OF SUBMITTAL	DISPOSITION AUTHORITY NO. (DAN)	ARCHIVAL DESIGNATION / REMARKS
365		Washington State University	Business Services—Sponsored Programs Services		335-1050	Feb 24, 2010	1025	2980
AGENCY NO.		AGENCY TITLE		OFFICE NAME		MAIL CODE		WSUORG NO.
RECORDS COORDINATOR CONTACT NAME		RECORDS COORDINATOR SIGNATURE		CONTACT TELEPHONE		DATE OF SUBMITTAL		
Nancy McMahon				335-1050		Feb 24, 2010		
1	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	A-133 SUBRECIPIENT COMPLIANCE CONFIRMATION FILE* Provides a record of confirmations from subrecipients regarding federal A-133 audit reports. Subrecipients are required to notify Sponsored Programs Services (SPS) if A-133 audits show findings that are relevant to awarded programs. File may also include plans of action for solving the audit finding issues and copies of notices sent by SPS to subrecipients requesting confirmation. (Revision 3: Effective September 2009, this revision updates the description and changes the cutoff from issue date.)						
2	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	DAILY CASH BALANCE REPORT/REVENUE POOL ACCOUNTS* Daily cash balance report used in the preparation and submission of daily cash draws to sponsoring agencies.						
3	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	EFFORT CERTIFICATION SYSTEM* Provides a record of data from Payroll, WSU departments, and other WSU systems to show how an employee's effort was rendered and paid during a given period. Electronic database system. records are kept in the database for 24 mos. and then saved to microfiche for 4 yrs. At the time the records are saved to microfiche, the office purges the records from the database.						
4	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	FEDERAL CASH TRANSACTION REPORT (QUARTERLY) (MONTHLY)* Agency summary of financial activity by award. Report submitted for reconciliation of cash and expenditure activity. Report lists funds drawn, new awards added or dropped and certification statement for cash on hand.						
5	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	FEDERAL INDIRECT COST RATE AGREEMENT* Contains the indirect cost rate, period, base and application for charging federally sponsored projects both on- and off-campus.						
6	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	GRANT CONTRACT BUDGET STATEMENTS—MICROFICHE* Budget statements for grant contracts. Used to administer and manage the money provided by the sponsors. NOTE: This record series is maintained in microfiche only.						

REMOVED

MAY 17 2010

UNIVERSITY RECORDS OFFICER APPROVAL
The above retention periods have been approved by the State Records Committee.

RECORDS OFFICER SIGNATURE
Ralph Jenks

RECORDS OFFICER SIGNATURE

RECORDS RETENTION SCHEDULE

REFERENCE: RCW 40.14

AGENCY NO. 365		AGENCY TITLE Washington State University		OFFICE NAME Business Services—Sponsored Programs Services		MAIL CODE 1025		WSUORG NO. 2980	
RECORDS COORDINATOR CONTRACT NAME Nancy McMahon				RECORDS COORDINATOR SIGNATURE		CONTACT TELEPHONE 335-1050		DATE OF SUBMITTAL Feb 24, 2010	
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	
7	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	GRANT CONTRACT WORKING FILE* Financial detail including financial reports and agency billings. Used to administer and manage the money provided by the sponsors.	OFM		termination of contract	6 yrs	74-10-7040 revision 2		
8	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	GRANTS AND CONTRACTS* Research grants and contracts with correspondence. Provides a reference to administer contracts.	OPR		termination of contract	6 yrs	74-10-7038 revision 2		
9	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	LETTER OF CREDIT FILE* A separate file is maintained for each Letter of Credit. This file includes authorizations to draw funds. Files contain instructions for drawing funds and requests for funds submitted.	OFM		fiscal year	6 yrs	74-10-7042 revision 1		
10	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER	LETTER OF CREDIT REPORTS* Copies of the quarterly report for the withdrawals from the letters of credit mentioned in Records Series Title, "Letter of Credit file."	OFM		fiscal year	6 yrs	74-10-7044 Revision 1		
	<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				RECORDS OFFICER NAME	RECORDS OFFICER SIGNATURE				
<input checked="" type="checkbox"/> The above retention periods have been approved by the State Records Committee.				Ralph Jenks	