

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 CONTACT NAME Kim Small				RECORDS COORDINATOR SIGNATURE		CONTACT TELEPHONE 335-2047	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	DAILY CASH BALANCE REPORT/REVENUE POOL ACCOUNTS* Daily cash balance report used in the preparation and submission of daily cash draws to sponsoring agencies.	OFM		Retain for 1 year after end of fiscal year, then destroy.	95-07-55765 revision 1		
2	<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.	OPR		Retain for 6 years after superseded, then destroy.	95-07-55767		
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONT'D <input type="checkbox"/> TRANSFER							
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	<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>			