

Walla Walla University
General Records Retention Schedule
Approved 8.16.2006

Codes:

act = while active, employed, or enrolled

cc to Archives = copy sent to Archives as soon as produced

perm = permanent

Institution and Legal Records

Item Description	Retention in Office	Final Disposition	Location/Comments
Correspondence, significant (paper & electronic)	6 years	Archives	Campus
Correspondence, President's	perm	Archives	President/Will need to copy to Archives after president's term
Calendars, paper and electronic	6 years	Archives	campus
Contracts/leases/agreements	act+6 years	Case-by-case	Risk & Safety Management Dept.
Licenses	act+6 years	Destroy	
Deeds and titles	perm		Accounting/cc to Archives
Policy statements	10 years	Destroy	Campus/cc to Archives
Articles of incorporation	perm		President, VP of Academic Administration/cc to Archives
Charter	perm		President, VP of Academic Administration/cc to Archives
By-laws	perm		President, VP of Academic Administration/cc to Archives
Attorney opinion letters (re. property)	act+6 years	Destroy	Financial Administration

Federal Participation Agreement	perm		SFS
Washington State Participation Agreement	perm		SFS
Campus crime reports (annual)	6 years	Destroy	Campus Security
Campus crime reports (interim)	2 years	Destroy	Campus Security
Patent and trademark records Intellectual Property	act+6 years		Financial Administration, Academic Administration/cc to Archives

Minutes of Committee Meetings

Item Description	Retention in Office	Final Disposition	Location/Comments
Academic Standards Committee	perm		Records office/cc to Archives
Americans with Disabilities (ADA)	perm		Associate VPAA/cc to Archives
Board of Trustees Audit Committee Executive Committee Facilities Committee Finance Committee	perm		cc all to Archives VPFA office President's office VPFA office VPFA office
Chemical Management Committee	perm		Risk & Safety Management/cc to Archives
Curriculum Committee	perm		Records office/cc to Archives
University Master Planning	perm		President's office/cc to Archives
Faculty-in-Session/All-College	perm		President's office/cc to Archives
Graduate Council	perm		Graduate Dean's office/cc to Archives
Graduate Standards	perm		Graduate Dean's office/cc to Archives
Grievance Committee	perm		President's office/cc to Archives

President's Cabinet	perm		President's office/cc to Archives
Rank and Tenure	perm		VPAA office/cc to Archives
Risk & Safety Management Committees	perm		Risk & Safety Management/cc to Archives
Senate	perm		English Dept./cc to Archives

Institutional Publications (Library and Archives)

Item Description	Retention in Office	Final Disposition	Location/Comments
Alumni newsletters	perm		cc to Archives
Alumni directories	perm		cc to Archives
Student newspapers	perm		cc to Archives
Promotional materials	perm		cc to Archives
Departmental newsletters	perm		cc to Archives
Student directories	perm		cc to Archives
Yearbooks	perm		cc to Archives
Academic bulletins	perm		cc to Archives
Employee directories	6 years		cc to Archives

Fund Raising (Advancement)

Item Description	Retention in Office	Final Disposition	Location/Comments
Planned giving documentation	perm		
Alumni records	perm		
Donor solicitation and cultivation records/plans	perm		

Major gifts/proposals	perm		
Statements of intent	perm		
Endowment and scholarship agreements and documentation	perm		
Thank you letters and other correspondence	perm		
Any other documents related to a constituent i.e. clippings, articles, announcements, etc.	perm		

Facilities Records (Plant Services)

Item Description	Retention in Office	Final Disposition	Location/Comments
Building permits	act+1 year	Archives	
Building plans and specifications	perm		cc to Archives
Office layouts	act	Archives	
Zoning permits	act	Archives	
Operating permits	act	Destroy	
Maintenance records	act	Destroy	
Motor vehicle records	act+3 years	Destroy	
Air or water waster emissions	3 years	Destroy	
Hazardous chemical waste records	perm		Risk & Safety Management
Laboratory practices	act	Destroy	Risk & Safety Management

Litigation Records (Risk & Safety Management and Human Resources)

Item Description	Retention in Office	Final Disposition	Location/Comments
Claims	act+6 years	Case-by-case	
Court documents and records	act+6 years	Case-by-case	
Deposition transcripts	act+6 years	Case-by-case	
Discovery materials	act+6 years	Case-by-case	
Litigation files	act+6 years	Case-by-case	