

# CWU RECORDS MANAGEMENT INFORMATION

## WHY IT'S IMPORTANT:

As a state agency, everything the University community creates (both paper and electronic) is considered a record and these records **cannot** be destroyed until they have met the required retention period as stated in RCW.40.14.050.

## WHERE CAN I FIND INFORMATION?

- Record Retention schedules and forms can be found at our website: <http://www.cwu.edu/business-services/> Or by calling Business services at (509) 963-2308
- There are two Record Retention Schedules to follow:
  - **CWU STUDENT RECORDS RETENTION SCHEDULE** -Created specifically for CWU Student Records.
  - **WA STATE GENERAL RETENTION SCHEDULE** -Records common to all Washington State Government Agencies.

## WHAT DO I NEED TO KNOW?

- University records cannot be destroyed, transferred to University records storage areas, or transferred to the University Archives without a properly completed Transfer/Destruction form.
- Your department has a Records Coordinator designated to take responsibility for the physical inventory of records in your area (usually an office manager) who can help you in this record management process. Contact me if you are unsure who manages your records.
- Shred service is provided on campus every two weeks at a low cost.
- Some records have archival value and will need to be transferred to CWU Archives for permanent retention.
- **Records pertaining to ongoing or pending audits, litigation holds, or judicial or public disclosure proceedings must not be destroyed until the issue is resolved.**

**A record is a record regardless of its format.**

**Paper, Electronic, Emails, Etc.**

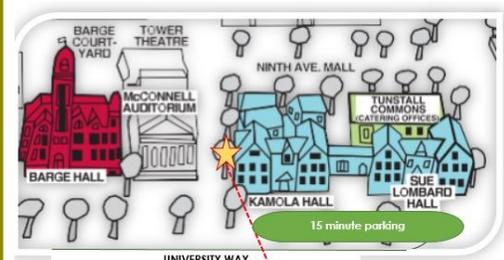


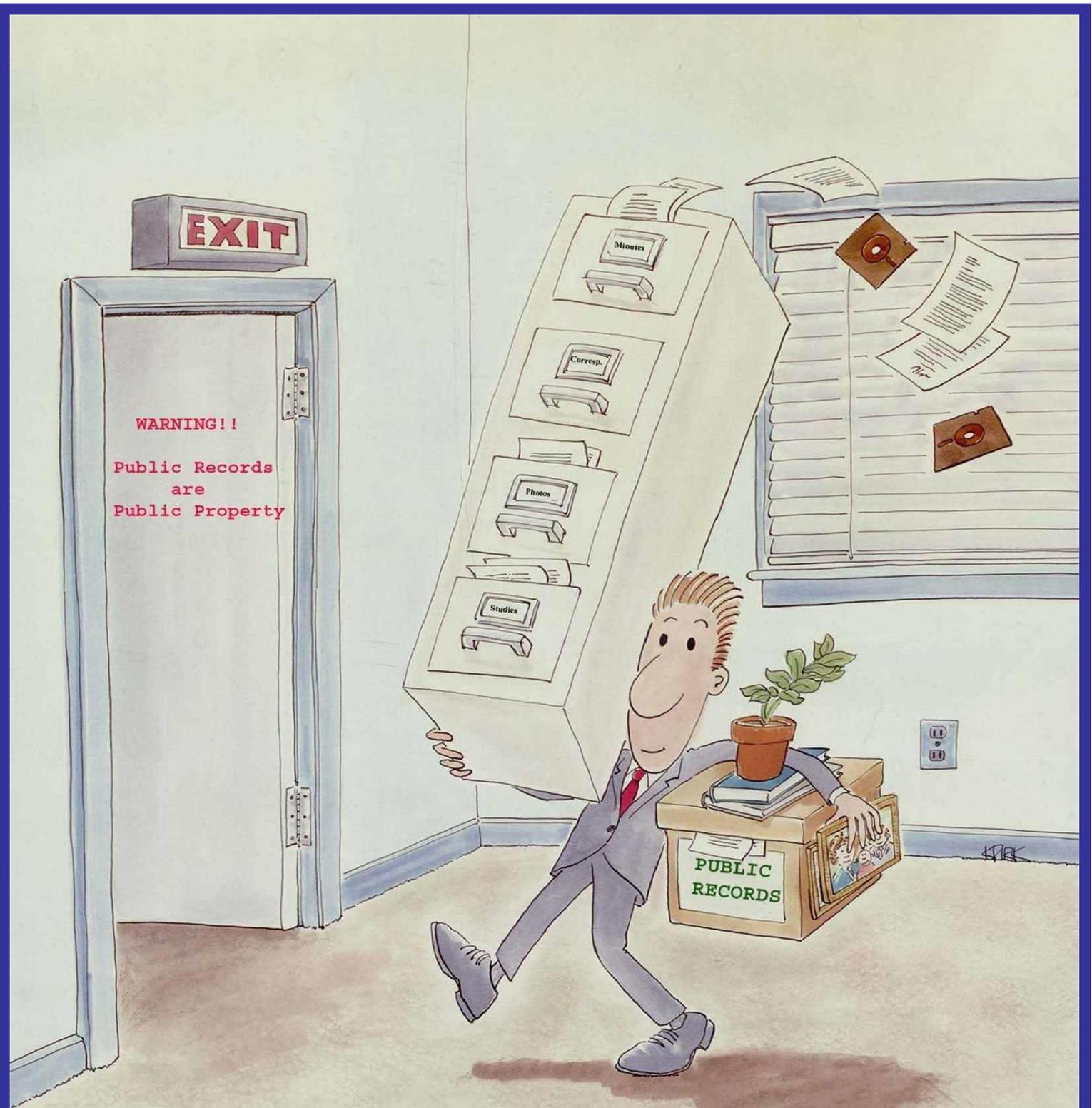
**CONTACT US**  
**Business Services**

**Phone: 509-963-2308**

**Janet.Shields2@cwu.edu**

**Kamola Hall 128**





You can't take it  
with you.

Contact your agency Records Officer: Janet Shields Phone: (509) 963-2308  
or the Washington State Archives, (360) 586-4900

*Poster Courtesy of the U.S. National Archives and Records Administration*