

Welcome to EWU Public Records



A record is anything created or received by the University that contains information.

Tips:

1. Use the retention schedule.
2. Be consistent.
3. Use Single Sign-On.
4. Use the same filing system for paper and electronic documents.
5. Use automated processes.

Find out more here:

<https://sites.ewu.edu/hr/records-management/>

The University Records Officer
is here to help you!

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