

This schedule applies to: University of Washington

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the University of Washington relating to the unique functions of the university. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation and must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW and must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the University of Washington (excluding UW Medicine) are revoked. The University of Washington must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on April 5, 2023.

Signature on File

For the State Auditor:
Al Rose

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For the Attorney General:
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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 6, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	September 5, 2012	Minor revisions.
1.2	December 5, 2012	Minor revisions (especially to Grant and Contract Accounting, Intercollegiate Athletics, and Payroll sections).
1.3	March 6, 2013	Minor revisions.
1.4	June 5, 2013	Minor revisions.
1.5	September 4, 2013	Minor revisions.
1.6	March 5, 2014	Minor revisions.
1.7	June 4, 2014	Minor revisions.
1.8	September 3, 2014	Minor revisions.
1.9	December 3, 2014	Minor revisions.
1.10	March 12, 2015	Minor revisions.
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1.17	March 1, 2017	Minor revisions.
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2.0	September 6, 2017	Minor revisions.
2.1	April 4, 2018	Minor revisions.
2.2	August 1, 2018	Minor revisions.
2.3	October 3, 2018	Minor revisions.
2.4	December 5, 2018	Minor revisions.
2.5	February 6, 2019	Minor revisions.
2.6	April 3, 2019	Minor revisions.
2.7	June 5, 2019	Minor revisions.
2.8	August 7, 2019	Minor revisions.
2.9	October 2, 2019	Minor revisions.
2.10	December 4, 2019	Minor revisions.
2.11	February 5, 2020	Minor revisions.
2.12	June 3, 2020	Minor revisions.
2.13	August 5, 2020	Minor revisions.
2.14	December 2, 2020	Minor revisions.
2.15	February 3, 2021	Minor revisions.
2.16	June 2, 2021	Minor revisions.
2.17	February 2, 2022	Minor revisions.
2.18	April 6, 2022	Minor revisions.
2.19	June 1, 2022	Minor revisions.



2.20	August 3, 2022	Minor revisions.
2.21	October 5, 2022	Minor revisions.
2.22	December 7, 2022	Minor revisions.
2.23	April 5, 2023.	Minor revisions.

For assistance and advice in applying this records retention schedule, please contact the University of Washington's Records Officer or Washington State Archives at: recordsmanagement@sos.wa.gov



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UW General Schedule Dentistry Clinic

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91 12 49574 Rev. 0	Gold Slips and Logs Provides record of gold inventory and amount of gold used in dental procedures. May include Gold Log, which includes student name, patient name, date and amount of gold used in procedure.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
19 12 69414 Rev. 0	Graduate Program Patient Charts Provides complete documentation of examination, diagnosis and treatment for each patient receiving dental care including: periodontal, orthodontal, oral surgery, endodontic treatment, or procedures such as dental implants which require long term tracking. Charts may include: Chart Routing Record, X-Rays logs, Admitting Record, Dental Insurance Questionnaire, Problem and Treatment Lists and Plans, Progress Notes/Treatment Record (UW-D-3), Health History Questionnaire, Fees Statement, Request for Radiographic Examination, etc.	Retain until Deceased <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
91 3 47534 Rev. 1	Patient Charts Provides complete documentation of examination, diagnosis and treatment for each patient receiving dental care including: periodontal, orthodontal, oral surgery, endodontic treatment, or procedures such as dental implants which require long term tracking. Charts may include: Chart Routing Record, X-Rays logs, Admitting Record, Dental Insurance Questionnaire, Problem and Treatment Lists and Plans, Progress Notes/Treatment Record (UW-D-3), Health History Questionnaire, Fees Statement, Request for Radiographic Examination, etc.	Retain for 10 Years after Last Treatment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
95 07 55759 Rev. 0	Patient Screening Records -- Not Accepted Provides a record of questionnaires or preliminary screening examinations of patients not accepted for admittance to a clinic. May include Admitting Report, Health History Questionnaire, and Progress Notes. Screening records of accepted patients become part of Patient Chart.	Retain for 1 Year after Patient Not Accepted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Dentistry Clinic

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98 10 58844 Rev. 0	Prescription Records Provides record of each dispensed x-ray, prescription drug, set of dentures, etc. Includes Daily Script Journal. Maintained as per RCW 69.41.042.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

UW General Schedule Section 2 Environmental Health & Safety/Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 06 68264 Rev. 0	Agency Reporting-Statute, Regulation, or Rule A record of reporting to outside agencies on both the state and federal level as required by statute, regulation or rule. Includes USDA, L&I, OSHA etc.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10 11 62305 Rev. 0	Building Use Permits A record of authorization from a Dean or department head for an individual to access a building or portion of a building. Required for students, temporary staff or temporary faculty using a building after normal working hours, as well as for some permanent faculty or permanent staff accessing sensitive research areas. A record of the names of employees authorized to sign Building Use Permits is retained by the UW Police and Building Coordinators.	Retain for 1 Year after Permit Expires <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
10 11 62265 Rev. 0	Chemical Hygiene Plan - Laboratory Specific Documentation of safety measures implemented in labs to ensure protection of employees against chemical exposure. The lab specific plan is part of the overall Lab Safety Manual.	Retain for 6 Years after Superseded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM



UW General Schedule Section 2 Environmental Health & Safety/Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 10 62334 Rev. 0	<i>Chemical Treatment Log</i> This series documents the discharge of treated chemicals into the sewer system.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
10 04 62136 Rev. 0	<i>Controlled Substances and Alcohol Misuse-Education and Training Records</i> This series provides a record of supervisors who conduct controlled substance and alcohol training sessions and Commercial Driver's License employees who attend the training. Includes driver's signed receipt of the education materials, policies and supervisor training. As per 49 CFR 382.401.	Retain for 6 Years after Cessation of Duties <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10 04 62135 Rev. 0	<i>Controlled Substances, Program Administration and Alcohol Test Records</i> This series provides a record of the administration of the controlled substances/alcohol testing program for Commercial Driver's License employees. It includes positive tests results for controlled substances/alcohol misuse and documents an employee's refusal to take the test. May include employer's copy of the controlled substance test chain of custody and control form, alcohol test form and results, previous employer background screen results if negative, etc. May also include agreements with testing facilities, testing policy and procedures, collection logbooks, documents relating to the random selection process, and decision to administer post-accident tests or reasonable suspicions, etc. Required as per 49 CFR 382.401	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
10 04 62133 Rev. 0	<i>Controlled Substances/Alcohol Test Results - Negative Results or Cancelled Tests</i> This series provides a record of negative or cancelled controlled substances test results and alcohol test results, with a concentration of less than 0.02, for employees with a Commercial Driver's License. See 49 CFR 382.401 for retention requirements.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



UW General Schedule Section 2 Environmental Health & Safety/Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 11 62267 Rev. 0	<i>Departmental Health and Safety Manual</i> Department specific plan regarding to health and safety concerns and the prevention of accidents. Also includes the emergency evacuation and operations plan. May include the Accident Prevention Plan, Hazardous Activity Work plan, Hazardous Assessment for Personal Protective Equipment or Job Safety Analysis.	Retain for 6 Years after Superseded or Updated <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
12 06 68273 Rev. 1	<i>Inspection/Survey Records</i> Provides a record of internal and external inspections or surveys of environmental issues to provide a safe and healthful workplace at the UW. Includes inspections of labs and equipment, food handling, water quality, hazardous materials and waste management, and animal facilities to ensure compliance with health and safety policies. Also includes prevention and assessment inspections by the Environmental Health and Safety Assessment team and Washington Department of Ecology inspections. May include inspection reports, test results, worksheets, etc.	Retain for 6 Years after Last Inspection <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
10 11 62281 Rev. 0	<i>Job Safety Analysis</i> Analysis of job for safety precautions and/or regulations. The analysis identifies the need for Personal Protection Equipment Assessment and Training. This document may be included as part of the Departmental Health and Safety Manual.	Retain until Superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09 09 62091 Rev. 0	<i>Notice of Laboratory Equipment Decontamination (UoW Form 1083)</i> This form informs Facilities Services personnel that the equipment has been cleaned or decontaminated prior to service or removal for surplus.	Retain for 6 Years after Service Date or Surplus <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10 04 62143 Rev. 0	<i>Radioactive Waste Disposal Logs</i> Internal logs used by labs to assist in the completion of the Form 160. These logs may include Form 150, 159, 170, 176 or others designed by labs and considered an equivalent. See Disposal of Radioactive Waste - Form 160 for retention of Form 160	Retain for 5 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



UW General Schedule Section 2 Environmental Health & Safety/Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 11 62293 Rev. 0	Site Specific Safety Affidavits Affidavits signed by teaching assistants or lab instructors verifying that they have been trained on the use of equipment and chemicals specific to the lab in which they are teaching or working.	Retain for 6 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
10 08 62298 Rev. 0	Survey Records - Radiation Safety Survey completed by lab staff in regard to radioactive contamination levels in lab. Survey is completed after each use of radioactive material and on a monthly basis as required by Radiation Safety guidelines.	Retain for 5 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
10 09 62316 Rev. 0	Voluntary Respirator Use Form This series provides a record of employees who voluntarily use disposable filtering face-piece respirators.	Retain for 6 Years after Termination of Voluntary Use <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

UW General Schedule Section 3 Curriculum Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 11 62236 Rev. 0	Accreditation Documentation Statistical, descriptive and evaluative materials necessary for a program, college or school to maintain accreditation with the professional association which sets the standards for that particular discipline. Materials must have been created specifically for accreditation.	Retain for 6 Years after Accreditation or Until Superseded by New Accreditation <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



UW General Schedule Section 3 Curriculum Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 11 62239 Rev. 0	Course Comment Sheets A record of the evaluative comments written by students regarding the content and presentation of a course. After comments are compiled by the Office of Educational Assessment, comment sheets are returned to departments.	Retain for 5 Years after Tenure Approved or Denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 08 62670 Rev. 1	Course Materials Materials created and used as the basis for the content of a course. May include notes, rubrics, PowerPoint slides, podcasts and other recordings such as Panopto, Zoom or other conferencing platform recordings.	Retain until No Longer Needed for Agency Business Plus One Academic Quarter <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
10 11 62248 Rev. 0	Program Review and Evaluation Documents the internal and external evaluation and review of graduate and undergraduate departments, special programs/interdisciplinary centers/institutes within a specific school or college. May include comments from outside sources, students, faculty, administrators, other interested parties, and institutional comparisons. Includes 10 year departmental self-evaluation and review.	Retain for 6 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
10 11 62253 Rev. 0	Textbook Desk Copy Request to Publishers Requests from faculty or staff to publishers for a free desk copy of a textbook being used in the classroom. May include correspondence.	Retain for 6 Years after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
10 11 62251 Rev. 1	Textbook Orders Requests for course textbooks.	Retain for 1 Year after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 3 Curriculum Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86 6 36961 Rev. 0	<i>Time Schedule Changes (Requests for Change in the Quarterly Time Schedule)</i> Requests from academic departments to list a new course or to change the listing for a course in the forthcoming Time Schedule. Changes formerly submitted via form UW 20-506 now transmitted via email.	Retain for 1 Year after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

UW General Schedule Section 4 Materials That May Be Disposed of Without a Specific Retention Period

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 09 68323 Rev. 0	<i>Lists/Logs</i> Lists/logs containing information tracked by a department from which elements are superseded as new data/information is received, where not covered by a more specific records series	Retain until Reference Purpose Served <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

UW General Schedule Section 6 Financial Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 02 62375 Rev. 1	<i>Budget Requests -- Final</i> Record of a budget request to the Provost by Deans, Vice Provosts, Vice Presidents or Chancellors.	Retain for 4 Years after End of Biennium <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
12 06 68279 Rev. 1	<i>Petitions and Waivers</i> Provides a record of petitions and waivers which grant exemptions for faculty, staff or visitors from a fee or a fine.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



UW General Schedule Section 7 Research and Grant/Contract Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 09 62092 Rev. 0	Export Control Records for Grants/Contracts This series provides a record of the documentation required to be Retained on the exports of commodities, software, or technology from the United States. It also includes a record of any known re-exports, trans-shipment, or diversions of items exported from the United States as per Export Administration Regulation 762.6. Documentation includes export control documents, memoranda, invitations to bid, financial records, etc.	Retain for 5 Years after Termination of Funding Period <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11 08 62693 Rev. 1	Human Subject Research: Consent Forms for Research -- Adults Records relating to the permission granted by adult subjects to participate in a human subject research program, or clinical studies/trials.	Retain for 8 Years after Close of Study <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
22 06 69659 Rev. 0	Personal Identifiers Personally identifiable information (such as name, birth date, SSN, DOB, contact info, medical record number) that can connect records/data back to an individual enrolled in a study and is collected as part of research activities, including human subjects research, human subject research that has "exempt" status, and clinical trials or studies (all phases). Note: Applies to personal identifiers associated with non-FDA regulated research. For personal identifiers associated with FDA regulated research see: Research Data--New Drug/Device Development. Note: Longer retention periods may be required by study sponsors or federal agencies.	Retain until Close of Study <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
22 06 69660 Rev. 0	Research Data -- Device Development Research documentation and raw data (including personal identifiers) obtained in the course of a FDA-regulated study to develop a device. May include Investigators' Notebooks (laboratory notes documenting the results of experiments), patient files, case files, and other records of the dates, quantity and use of a device on subjects. Also includes all correspondence with other investigators, the IRB, the sponsor, a monitor, or FDA, including required reports. (As per 21 CFR 312.62 and 21 CFR 812.140)	Retain for 30 Years after the close of the study if FDA status is unknown; or, 2 years after the latter of the following two dates: The date on which the investigation is terminated or completed, or the date that the records are no longer required for purposes of supporting a premarket approval application, a notice of completion of a	NON-ARCHIVAL NON-ESSENTIAL OPR



		product development protocol, a humanitarian device exemption application, a premarket notification submission, or a request for De Novo classification <i>then</i> Destroy.	
22 06 69661 Rev. 0	Research Data – Drug Development Research documentation and raw data (including personal identifiers) obtained in the course of a FDA-regulated study to develop a drug. May include Investigators' Notebooks (laboratory notes documenting the results of experiments), patient files, case files, and other records of the dates, quantity and use of a drug on subjects. Also includes all correspondence with other investigators, the IRB, the sponsor, a monitor, or FDA, including required reports. (As per 21 CFR 312.62 and 21 CFR 812.140)	Retain for 30 Years after close of study if FDA status is unknown; or 2 years following the date a marketing application is approved by the FDA; or, for drug studies where no application is to be filed or if the application is not approved for such indication, retain all records for 2 years after the investigation is discontinued and FDA is notified. <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11 08 62657 Rev. 0	Visa Travel Records This series documents the process of applying for and receiving Visas for foreign travel. Records may contain Visa application, travel itinerary, Customs Letters, immunizations letters, and other correspondence between the receiving country and the University of Washington as needed.	Retain for 6 Years after Return from Trip <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



UW General Schedule Section 8 Personnel & Payroll Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 08 62727 Rev. 0	<i>Applications for Hourly and Student Employment -- Hired</i> Materials regarding applicants hired for hourly and student positions. May include applications, resumes, correspondence, letters of reference, evaluations of candidates, notes on employment selection, etc.	Retain for 3 Years after Termination of Employment with Department <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 08 62739 Rev. 0	<i>Faculty Reviews</i> Evaluations of UW faculty performance. May be used in evaluations for merit pay. May include yearly activity report on professional activities prepared by a faculty member for review by a Chair or Dean, measures of student performance used to evaluate teaching effectiveness, student course evaluations of instructors, etc.	Retain for 3 Years after Completion of Review <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
07 08 61593 Rev. 1	<i>IACUC Letters of Commendation, Acknowledgement, Counsel and/or Reprimand and/or Suspension to Primary Investigators (or other UW employees)</i> Letters that document noncompliance with policy, deviation from the provisions of the Guide for the Care and Use of Laboratory Animals, or suspensions of an activity by the Institutional Animal Care and Use Committee. Letters are kept to ensure that any patterns of noncompliance by an individual can be monitored and dealt with appropriately by the University.	Retain for 6 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11 08 62750 Rev. 1	<i>Personnel Records for Hourly, Per Diem, Temporary, and Student Employees</i> Comprehensive record of a department's employment of an hourly employee. Includes folders for student hourly, work-study, and temporary employees. May include applications, Notices of Temporary Employment, resumes, letters of reference, commendations/reprimands, job descriptions, copies of payroll forms, etc.	Retain for 3 Years after Termination of Employment with Department <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 8 Personnel & Payroll Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95 MF 5559 Rev. 0	<i>Payroll Folders for Individual Employees</i> A record of the forms and documentation submitted to Payroll for an individual employee that has a reasonable bearing on the efficient and effective management of the UW and provides a basis for employment and post-employment benefits. May include Personnel Action Form (PAF), Stipend Appointment Form, Request for Extension of Appointment, Employment Eligibility Verification (I-9 form required by US Government to verify citizenship), Work and Leave Record for Classified and Professional Staff Employees, Request for Payment of Year-end Unused Sick Leave form, Request for Payment of Award or Prize to UW Student or Employee form etc.	Retain for 3 Years after Termination of Employment with Department <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
86 1 35853 Rev. 1	<i>Personnel Records-Official Copy</i> Comprehensive record of all personnel actions affecting a faculty/academic, or classified non-union, professional, and contract covered staff. Includes chairs, deans, directors, and temporary faculty (visiting scholars or scientists, clinical faculty, post-doctoral scholars, etc.). Includes information that has a reasonable bearing on the efficient and effective management of the UW and provides a basis for employment and post-employment benefits. May include results of background checks and education verification, hire confirmation letter and offer acceptance letter, request for crediting of previous state employment, Employment Security Department Determination Notices, outside work approval form, formal corrective action documentation, layoff packet, position and salary review documentation, application materials and references for hired staff, faculty appointment packet, request for appointment or reappointment, stipend appointment, degree verification, honoraria payment records, request for extension of appointment, report of change in status/reappointment, reclassification and salary adjustment documentation, Personal Action Forms, promotion and salary adjustment, application for leave of absence, biography, summary of outside professional and public activities, documentation supporting excess compensation and excess compensation payment authorization, birth date card, letters of resignation or termination, correspondence related to personnel actions, etc.	Retain for 50 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



UW General Schedule Section 8 Personnel & Payroll Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 08 62717 Rev. 1	<i>Personnel Records for Academic Student Employees (ASE)</i> Comprehensive record of all personnel actions affecting a UW Academic Employee which includes information that had a reasonable bearing on the efficient and effective management of the UW. May include appointment letter, offer letter, job description, letters of reference, resume, non-academic training records, job posting, commendations, letters of resignation, termination letter.	Retain for 6 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11 08 62756 Rev. 0	<i>Salary Increase Worksheet</i> Used to calculate salary increases for faculty and professional staff. May include income spreadsheets and working papers.	Retain for 3 Years after Salary Increase <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
20 12 69605 Rev. 0	<i>Selection for Classified Non-Union, Professional, and Contract Covered Staff Employment—Hired and Not Hired</i> Records relating to the process of recruitment and selection of classified non-union, professional and contract covered staff. Includes applicants who were hired as well as those applicants who were considered but not hired. May include, but are not limited to: applications, resumes, correspondence, evaluations of candidates, notes on employment selection, video or other conferencing platform recordings of interviews, sexual misconduct disclosure in accordance with RCW 28B.112.080, reference check results, etc. Excludes records covered by Personnel Records-Official Copy (DAN 86-1-35853)--hire confirmation letter, offer acceptance letter, results of background checks, and education verification.	Retain for 3 Years after Conclusion of Recruitment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 08 62757 Rev. 0	<i>Summaries of Outside Professional and Public Activities</i> Annual report submitted by academic personnel to Dean or Vice President listing professional services offered outside the UW, e.g., lectures, appointments to editorial boards, extended professional service in the community, etc. May also include annual evaluative reports from Deans and Vice Presidents to the President.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 8 Personnel & Payroll Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 08 62762 Rev. 0	<i>Time Records for Classified & Professional Staff</i> Submitted by Classified and Professional Staff to request/report leave and overtime hours.	Retain for 1 Year after Annual Audit <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
93 8 52741 Rev. 0	<i>Training Records</i> A record of presentation or course material developed, gathered and used in training. May include reference material, outlines, handouts, notes, evaluations, and actual presentations. May include employee registration and rosters. Includes both required and non-required training. Training may be provided by POD, UW Information Technology, eProcurement, etc.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

UW General Schedule Section 9 Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86 1 35847 Rev. 1	<i>Admission Applications -- Applicants Not Accepted, Not Entered, or Application Incomplete</i> A record of applicants for UW admission into an undergraduate, graduate, fellowship, or residency program, residence hall, or student classification who were either denied; who were accepted but not entered; or who never completed the application process.	Retain for 1 Year after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 10 62786 Rev. 1	<i>Advisor's Files</i> Records used to monitor student academic progress. May include transcripts from transfer institutions, learning contracts for independent study, research or internship credits, grade reports, Advisor's Worksheets, study abroad files, etc. Advisors files may include substantive material received through email, or created or maintained as a Digital File. Note: Paper records which are printouts or duplicates of a digital file may be shredded at any time.	Retain for 1 Year after Student Inactive or Graduated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 9 Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 10 62790 Rev. 1	Award Files Provides a record of awards/special recognition and achievements for a particular student. May include Zoom or other conferencing platform recordings of event. Does not include scholarships.	Retain for 6 Years after Award presented <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
86 6 36935 Rev. 0	Change of College/School and/or Major Forms A record of authorization from the appropriate Dean(s) for a student to change to a different college/school and/or major.	Retain for 2 Years after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
04 11 60792 Rev. 0	Continuing Education Course Records Provides a record of continuing education courses. May provide proof of attendance for professionals taking course for continuing education credit, financial records, registrant list, credits awarded, advertisements for course, course evaluation, contract with instructor, etc.	Retain for 7 Years after Course Completion <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
04 11 60793 Rev. 0	Continuing Education Credit Course Planning Materials Materials generated in the development of a course offered for continuing education credit. May include meeting minutes and agendas; planning teleconferences; emails; memos; correspondence; a copy of the proposal submitted to the credit awarding organization; etc.	Retain for 7 Years after Course No Longer Offered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
86 6 36952 Rev. 1	Degree Applications Graduation applications received by either the Office of the University Registrar (for Bachelor's and Professional degrees) or the Graduate School (for Master's and Doctor's degrees). May include compiled lists of students eligible to graduate.	Retain for 1 Year after Date of Graduation/End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 10 62800 Rev. 0	Exams and Answer Sheets -- Proficiency/Placement & Credit by Exam A record of student responses to placement exams administered by college/school or department to determine level of subject proficiency, or to authorize students for possible exemption from taking a course.	Retain for 1 Year after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 9 Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 10 62808 Rev. 1	<i>Exams, Papers, Projects and Other Assignments by Students</i> A record of answers to examinations, as well as papers, projects and other assignments submitted by students in fulfillment of course or degree requirements. Includes Zoom or other conferencing platform recordings. NOTE: This retention period applies to those exams and assignments not retrieved by the student after they are graded.	Retain for 3 Months after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 10 62801 Rev. 0	<i>Grade Appeals and Grievance Files</i> A comprehensive record of a student's appeal of a grade, or other student grievance mediated within the department, school or college.	Retain for 5 Years after End of quarter in which issue is resolved <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
11 10 62802 Rev. 1	<i>Grade Books</i> Listing of student grades for exams, papers, projects, class participation for a particular course. Provides the basis upon which the final grade is assigned.	Retain for 5 Years after End of Academic Year <i>Then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
11 10 62806 Rev. 0	<i>Major Application -- Undergraduate</i> A record of an applicant's petition for major standing within an academic program.	Retain for 1 Year after Quarter of Denial <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12 06 68269 Rev. 1	<i>Petitions and Waivers: Student</i> Provides a record of a petitions and waivers for a change to the status of a student, or for exemption from a fee, fine or requirement. Also includes release from liability.	Retain for 6 Years after Graduation or Last Contact with Student <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



UW General Schedule Section 9 Student Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 10 62810 Rev. 0	Reference Letters Letters of reference prepared by UW faculty and staff regarding UW students or former UW students with whom they are acquainted.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 12 49458 Rev. 0	Student Employment Recruitment Files Provides a record of prospective employers recruiting for full, part-time, or work study employees at UW sponsored events or using UW sponsored resources including Career Fairs, Husky Employer Partnership Program, Featured Employers Night, virtual Resume Books, etc. May include registration forms, recruiting information, publicity documents, data sheets, lists of interviewees, etc. May also include Job Location and Development Program job listings; maintained as per 34 CFR 675.36, 34 CFR 375.19, and 34 CFR 668.24.	Retain for 6 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11 10 62819 Rev. 0	Student Folders A record of the academic history of degree (undergraduate, graduate, professional) and non-degree (certificate, fellowship, professional) students who have taken university courses, including internships/externships. Includes admissions applications, student classification, and evaluative/progress report documentation.	Retain for 6 Years after Degree Awarded/ Last Activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
14 09 68533 Rev. 1	Student Folders -- Non-Academic A record of students who have received services provided by University resources. Includes but is not limited to writing center and other tutoring programs, tracking and monitoring success rates of participants in pre-enrollment programs, accommodations requested, offered and provided, tracking of student health information including immunization history, tracking of student compliance with non-UW rules and regulations, etc.	Retain for 6 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 10 62822 Rev. 0	Student Folders -- Non-Matriculated and Visiting Students A record of students who have taken classes at the UW but have not been admitted to a degree program. Transcripts may be used to document completion of course requirements.	Retain for 3 Years after Last Quarter of Activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 10 General Office Administration Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 03 68237 Rev. 1	Authorization to Apply for a Banquet Permit to Serve Alcohol Form which provides a record of University offices who have applied for a permit to serve alcoholic beverages on campus. Includes a description of the event; date; location; and estimated attendance.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
10 11 62254 Rev. 0	Ballots A record of the votes cast to decide on a policy/procedure change or to determine the outcome of a departmental choice, or to select members of a committee or representative for a specific position including the Health and Safety Committee. Does not include ballots relating to Tenure.	Retain for 1 Year after Votes Counted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12 03 68243 Rev. 0	Donor Files Provides information regarding donor prospects gathered for the purpose of soliciting gifts or funds for the University. Documents the relationship between the college/school/department/office and individual donor, corporate donor, or foundation. May include profiles, donation information, correspondence, annual reports, newspaper clippings, etc.	Retain until Superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
16 12 69026 Rev. 0	Expert Witness Records related to expert witness testimony or opinion provided by a UW employee.	Retain for 6 Years after Testimony/Opinion Provided <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
12 03 68238 Rev. 0	Incident Reports Internal departmental reports of facility damage, theft of UW property, etc., when no claim has been filed. NOTE: This is not the official UW Police "Incident Report" or "Accident/Incident Report" (injuries).	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
93 05 52329 Rev. 0	Volunteer Applications - Not Accepted/Withdrew Provides record of individuals denied volunteer status at the University.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



UW General Schedule Section 11 Publication Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 09 62099 Rev. 0	<i>Permission Request Letter</i> Provides a record of requests from individuals or publishers who want to use an article from a journal. May include a copy of the text sent to the individual or publisher.	Retain for 6 Years after Approval Granted or Denied <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/02/ Executive Office

/02/ Executive Office

Executive Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 12 69413 Rev. 0	Appointment Letters - Executive Office Documents a position of leadership appointed by the President or Provost. Includes appointments for vice provost faculty, vice provost professional staff, chair, dean and executive directors.	Retain for 5 Years after Reappointment/End of Appointment <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

/02/02/ Provost

Executive Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18 10 69314 Rev. 0	Academic Program Changes Proposals and supporting documentation recommending/approving the reorganization, consolidation, elimination, creation, transfer to another school, college or department of any academic program. Includes RCEP (Reorganization, Consolidation and Elimination Procedure) files.	Retain for 5 Years after Proposal Approved <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/02/04/ University Policy and Rules Office

The University Policy and Rules Office oversees the University's rule-making process.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03 12 60625 Rev. 0	<i>Final Orders/Declaratory Orders Index</i> Creates an index of final orders for adjudicative proceedings and Declaratory Orders. Includes correspondence. Actual Declaratory Orders are included in Board of Regents Meeting Minutes. Final Orders for adjudicative proceedings are included in Faculty Adjudication Files on the UW General Records Retention Schedule. Index required as per RCW 42.56.070.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11 12 62901 Rev. 0	<i>Joint Administrative Rules Review Committee (JARRC) Actions</i> UW record of actions taken by the Joint Administrative Rules Review Committee who can choose to investigate the procedures used in an agency's rule making process. Includes correspondence.	Retain for 6 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11 12 62904 Rev. 0	<i>Notification by Outside Agency of WAC Changes</i> Provides a record of notification by state agencies who would like to include the UW in their WAC rule making. Distributed to appropriate University offices who have the choice of following-up with the outside agency.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11 12 62902 Rev. 0	<i>Outside Agency WAC Changes</i> UW involvement commenting and monitoring other agency rule making.	Retain for 6 Years after Rule Making Process Closed or Withdrawn <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
03 12 60624 Rev. 0	<i>Petitions For Adoption, Amendment, or Repeal of a Title 478 WAC Rule</i> State Office of Financial Management (OFM) forms received from members of the public and directed to the Board of Regents for adoption, amendment, or repeal of a Title 478 WAC rule. Includes correspondence and incompletes. (Required as per RCW 34.05.330)	Retain for 6 Years after Approval or Denial of Petition <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/02/04/ University Policy and Rules Office

The University Policy and Rules Office oversees the University's rule-making process.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03 12 60622 Rev. 0	<i>Policy and Interpretative Statement Indexes</i> An index which documents statements of policy and interpretations of policy and WAC rules which have been adopted by the University. Required as per RCW 42.56.070.	Retain for 6 Years after Superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
03 12 60621 Rev. 0	<i>Rule Review</i> Promulgated by executive order 97-02 Regulatory Improvement, provides a record of the University's efforts to review rules for potential rule making revision. Includes ongoing Agency Plan.	Retain for 6 Years after Administrative Purpose Served <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
11 12 62903 Rev. 0	<i>Rules Coordinator Registration and Washington State Register (WSR) Notices</i> Documents the appointment of the Director of Rules Coordination as the central contact for the UW for WSR notices and for electronic access to the WSR.	Retain until Superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
03 12 60626 Rev. 0	<i>Washington State Register (WSR) Filings for Semi-Annual Agenda</i> Required as per RCW 34.05.314, provides a record of WAC rules which the UW is considering adopting in some form over the next 6 months. Filed with the State Office of the Code Reviser for publication in the Washington State Register. Also posted to Rules Coordination Office's online WAC Rules Docket.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/02/05/ Office of Faculty Senate and Governance

Faculty Senate

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14 12 68711 Rev. 0	Adjudication Decisions Documents decisions and outcomes of adjudicative proceedings. Includes petitions, responses, decisions of the adjudicative panel chair, decisions of the hearing panel, decisions of the president, and details of the closure.	Retain for 6 Years after Case Closed <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
91 09 48181 Rev. 0	Adjudication Files Provides record of the adjudicative proceedings of the faculty committee empowered to act in a judicial capacity for the resolution of differences. Includes all correspondence, reports, audio tapes, and other non-decision documents not included in "Adjudication Decisions".	Retain for 6 Years after Case Closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
91 09 48183 Rev. 0	Senate Bulletins Includes Class A Senate Bulletins which provide an explanation of proposed legislative actions to amend the Faculty Code, Class B Senate Bulletins which provide a record of general legislative actions other than those which amend the Faculty Code, and Class C Senate bulletins which provide a record of non-legislative Senate actions which include passage of resolutions, appointment of committees, approval or disapproval of committee reports, reception of reports or information, and determination of Senate By-laws.	Retain for 6 Years after End of Academic Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/02/08/ UW Privacy Office

UW Privacy Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 10 69410 Rev. 0	Data Subject Request - Complete In compliance with data protection or privacy related laws and regulations, forms or records relating to a data subject's request to access, erase, correct, or transfer their own personal data, when such a request is fulfilled by the UW Privacy Office.	Retain for 6 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
19 10 69411 Rev. 0	Data Subject Request - Complete, Referred to Another Office In compliance with data protection or privacy related laws and regulations, forms or records relating to a data subject's request to access, erase, correct, or transfer their own personal data, when such a request is received by the UW Privacy Office and referred to another UW department to be fulfilled.	Retain for 2 Years after Request Closed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
19 10 69412 Rev. 0	Data Subject Request - Incomplete In compliance with data protection or privacy related laws and regulations, forms or records relating to a data subject's request to access, erase, correct, or transfer their own personal data, when such a request is fulfilled by the UW Privacy Office.	Retain for 6 Months after Request Closed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM

/02/09/01/ Compliance & Risk Services: Claim Services

Risk Management

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 8 44601 Rev. 1	General Liability and Auto Liability Claim Files Provide record of third party injury claims filed against the University of Washington (UW) or University and Harborview Medical Centers. May include eye injuries. (RCW 51.32.160)	Retain for 10 Years after Claim Resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/02/09/01/ Compliance & Risk Services: Claim Services

Risk Management

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 8 44608 Rev. 1	<i>Insurance Policy/Subject Files</i> Provides record of insurance policy information and provisions of various types (property, equipment, etc.).	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93 05 52289 Rev. 1	<i>Professional Claim Files</i> Provide record of malpractice claims filed against University or Harborview Medical Centers. (As per RCW 04.16.350.)	Retain for 8 Years after Claim Resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/03/ National Primate Research Center

/03/01/02/ National Primate Research Center: Animal Records

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20 12 69604 Rev. 0	Animal Monitoring and Consultation Records relating to animal monitoring and consultations used as the basis for actions and decisions, especially in whether to escalate a situation. Includes, but is not limited to, informal transmissions regardless of format (such as emails, text messages, etc.).	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
87 9 40700 Rev. 1	Animal Record - Electronic Record of animal husbandry, animal genetics, clinical, and research history, including lab reports, assignments to research projects, etc. Maintained as per 9 CFR 103.2 and 9 CFR 2.75. Includes partial information extracted from Pathology/Necropsy Reports. Includes information on daily moves, surgeries, and medications.	Retain for 25 Years after Death or Transfer of Animal <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
87 9 40705 Rev. 1	Animal Shipment Records Provides a record by shipment of animals to and from the Primate Center. Includes all records required by the USDA, including APHIS Form 7020 "Record of Acquisition, Disposition or Transport of Animals," which accompanies each shipment. Also includes Permits for Exportation and Small Animal Health certificate AGR 3008 as per WAC 16-54-030 and 9 CFR 2.78. Includes shipments to and from an off-site UW colony. Includes animals transferred externally to non-UW research sites, born in a UW colony or acquired from a vendor.	Retain for 6 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
97 12 58177 Rev. 1	Animal Technician Weekly Checklist Provides a record by room of specific items of animal husbandry (e.g., bedding changes, cage changes, daily feedings) and of environmental conditions within each room of the facility in which animals are maintained (e.g., temperature range, room cleaning). Must remain in animal area.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/03/01/02/ National Primate Research Center: Animal Records

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15 03 68742 Rev. 0	Controlled Substance Records Inventories and records of controlled substances documenting the receipt and disposition of the drugs as per RCW 69.41.042 and 21 CFR 1304.03.	Retain for 2 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
12 03 68202 Rev. 1	Environmental Enhancement Calendars This series provides a record of animal technicians disbursing food and foraging enrichment to the animals, where the variety and contents of enrichment items follow the Washington National Primate Research Center Division of Primate Resources SOP#712. Environmental enrichment is required as per 9 CFR 3.81. Must remain in animal area.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
87 9 40704 Rev. 0	Importer's Registration Authorization letter to the Primate Center for registration as an animal importer. Renewed every two years.	Retain for 6 Years after Renewal of License or Permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
97 12 58182 Rev. 1	Pathology/Necropsy Reports Provides a record of results of pathological testing or necropsy for each animal death.	Retain for 1 Year after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
19 08 69406 Rev. 0	Sedation and Anesthesia Monitoring - Adverse Event Records reporting the results of sedating animals under anesthesia in which an adverse event occurred. These cases get reported to the USDA.	Retain for 6 Years after USDA Investigation Complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/03/01/02/ National Primate Research Center: Animal Records

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 08 69407 Rev. 0	<i>Sedation and Anesthesia Monitoring - No Adverse Event</i> Records reporting the results of sedating animals under anesthesia in which no adverse event occurred.	Retain for 6 Months after Sedation Completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
87 9 40703 Rev. 0	<i>Tissue Program Users Folders</i> Provides a record of requests from researchers for primate tissue samples. Includes the Biohazards Safety Statement, signed by the requester, that is maintained as per 29 CFR 1910.145(e)(4). For UW researchers, a copy of their EH&S approval form is included.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/04/ Vice Provost for Academic Personnel

/04/05/ Office of Equal Opportunity and Affirmative Action (EOAA)

Affirmative Action

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 02 69352 Rev. 0	Affirmative Action Plans A record of established policies and procedures. Includes annual reports which may include: employee profiles, workforce displays, analyses, goals, and timetables, as well as reports provided by the Equal Opportunity and Affirmative Action Office to Deans and department Chairs showing affirmative action goals for academic personnel hiring in a particular school or college. See 41 CFR 60-1.12, 60-300.44(f)(4), and 60-741.44(f)(4).	Retain for 3 Years after End of Reporting Period <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/04/06/ International Scholars Operation

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00 07 59773 Rev. 1	Application for Permanent Resident Status Documents requests for permanent resident status by faculty holding H-1B or O-1 visas. May include Department of Labor forms ETA-9141 (Prevailing Wage Determination) and ETA-9089 (Application for Permanent Labor Certification), US Citizenship and Immigration Services forms I-140 (Immigrant Petition for Alien Worker), I-907 (Request for Premium Processing Service) and I-797 (Notice of Action), Customs and Border Protection form I-94 (Admission/Departure Record), as well as supporting documentation and green card documentation. (Retention required for 5 years, per 20 CFR 656.10(f).)	Retain for 5 Years after Permanent Labor Certification Filed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/04/06/ International Scholars Operation

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 06 69362 Rev. 0	E-3 Status Folder Documents procedures necessary for international academic personnel seeking nonimmigrant status as E-3 temporary workers. May include: DOL forms ETA-9141 and ETA-9035 (Labor Conditions Application), USCIS forms I-129, I-907, I-539, I-824, and I-797; CBP form I-94; UW H Visa Request Form. (Retention required for 1 year per 20 CFR 655.760(c).)	Retain for 1 Year after Termination of Employment/Application Expired or Withdrawn <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
90 01 45455 Rev. 1	H-1 Status Folder Documents procedures necessary for those international employees for whom the UW is seeking nonimmigrant status as H-1B temporary workers. May include: DOL forms ETA-9141 and ETA-9035 (Labor Conditions Application), USCIS forms I-129 (Petition for Nonimmigrant Worker), I-907, I-539 (Application to Extend/Change Nonimmigrant Status), I-824 (Application for Action on Approved Application or Petition), and I-797; CBP form I-94; UW H Visa Request Form. (Retention required for 1 year, per 20 CFR 655.760(c).)	Retain for 1 Year after Termination of Employment/Application Expired or Withdrawn <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
90 01 45453 Rev. 1	J-1 Status Folder Documents procedures necessary for international academic personnel seeking nonimmigrant status as J-1 exchange visitors. May include: Department of State form DS-2019 (Certificate of Eligibility for Exchange Visitor Status) and DS-7002 (Training and Internship Placement Plan), CBP form I-94 and I-515A (Notice to Student or Exchange Visitor), UW J Visa Request Form. (Retention required for 3 years per 22 CFR 62.10(g).)	Retain for 3 Years after Termination of Employment /Completion of Program <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
19 06 69363 Rev. 0	TN Status Folder Documents procedures necessary for international academic personnel or staff seeking nonimmigrant status as TN NAFTA workers. May include: USCIS forms I-129, I-907, I-539, I-824, and I-797; CBP form I-94; UW H Visa Request Form.	Retain for 6 Years after Termination of Employment /Application Expired or Withdrawn <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/05/ University Libraries

/05/03/02/ Library: Collections and Content: Gifts Program

Library

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 05 61185 Rev. 0	Non-Cash Gift Records Provides a record of non-cash gifts, including both non-appraised and appraised items, received by the UW Libraries. May include gift transmittal, gift report form, correspondence, etc. which document the donation to the UW Libraries.	Retain for 10 Years after Last Gift From Donor <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

/05/03/05/ Library: Collections and Content: Preservation Services Division

Library

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 02 62424 Rev. 0	Preservation Reformatting Log This series, also known as the shipment list, provides a record of the monographs or serials sent to vendors for scanning, microfilming or preservation photocopy/facsimile. Contains call no., title, date, and cost information.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11 02 62425 Rev. 0	Preservation/Replacement Decision Form This form initiates the actions taken to manage fragile/damaged monographs and serials. Input is received from selectors who provide their preference on an action to be taken. Monographs may be reprinted, a facsimile may be created, they may be discarded, or a phase box may be created.	Retain for 1 Year after Action Completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/05/03/05/ Library: Collections and Content: Preservation Services Division

Library

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16 06 68991 Rev. 0	<i>Treatment Report</i> Reports which document actions taken to preserve and conserve fragile/damaged library materials. Details condition before and after treatment and the repairs/treatments completed.	Retain for 1 Year after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/06/ Undergraduate Academic Affairs

/06/05/ UAA: Office of Educational Assessment (OEA)

Education Assessment

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 04 61134 Rev. 1	Service Request Forms - Off-Campus Report of the number of forms produced, ordered, scanned, and processed for non-UW educational institutions teaching evaluations. Report also includes information about the class including instructor's name and class size. Used for statistical tracking.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/06/11/02/ UAA: CELE: Jumpstart

Academic Affairs

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 02 61935 Rev. 0	Program Partner Agreements This series provides a record of agreement between the University and preschools where students are volunteering.	Retain for 7 Years after End of Funding Cycle <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/07/ Vice Provost for Research

/07/01/ Office of Sponsored Programs

Research Administration

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86 6 36967 Rev. 0	Grant and Contract Proposal - Not Confirmed Provides record of University grant and contract proposals with no award decision by funding agencies. May include: Proposal for grant or contract, Proposal control sheet, Request for Approval of Application for Grant or Contract (EGC-1), correspondence, notes, etc.	Retain for 2 Years after EGC-1 Approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/07/02/ Office of Research: Administration

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 09 61264 Rev. 1	Conflict of Interest Files (COI) Provides a record of University efforts to manage, reduce, or eliminate Financial Conflicts of Interest between Investigators and Innovators and Companies, or other external organizations who fund research, collaborate on research, or for which Investigators have a Significant Financial Interest which may include providing outside professional services. Records for sponsored research are initiated at time of proposal, records for internal research and technology transfer are initiated by first disclosure or request to review by researcher or other administrative unit. Files are established when an employee with the designated role of Investigator involved in University research, or Innovator for technology transfer has a Financial Conflict of Interest between outside interests or activities and research, sponsored program, or technology transfer occurring at the University.	Retain for 6 Years after Close of Study <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/07/02/ Office of Research: Administration

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 09 61550 Rev. 1	<i>Conflict of Interest Files (COI) --Not Funded</i> Provides a record of University efforts to ensure there is no Financial Conflict of Interest between Investigators and the companies, or other external organizations who fund research, collaborate on research, or for which Investigators have a Significant Financial Interest which may include providing outside professional services. Digital records are created at time of proposal and are retained in the Financial Interest Disclosure System (FIDS).	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
08 10 61883 Rev. 1	<i>Embryonic Stem Cell Research Oversight Research Application Files - Approved</i> Applications submitted to Embryonic Stem Cell Research Review Oversight (ESCRO) Committee and/or the Embryonic Stem Cell Research Chair for approval to use stem cells in research projects. Files may include, but are not limited to, the following: master copy of applications, Review Committee's disposition documentation, investigator's responses to the Committee, consent forms, sponsor research protocols, correspondence and supporting papers, modifications to applications, annual status reports, copy of Environmental Health & Safety (EH&S) approvals, and other relevant Compliance Office approvals.	Retain for 6 Years after Termination of Study <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
08 12 61904 Rev. 0	<i>Embryonic Stem Cell Research Database</i> This database serves as a finding aid and does not include any original information. It tracks all applications received by Embryonic Stem Cell Research Oversight Office. Application information includes title, name of principal investigator, date received, date of review, information about grants related to the application, status of application, period of approval, modification requests, information about type of stem cells, etc.	Retain until Administrative Purpose Served <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
86 1 35873 Rev. 2	<i>Request for Approval of Outside Prof. Services for Compensation During Period of Regular and Emeritus Appointment</i> Requests from regular and emeritus faculty engaged in University research and technology transfer to perform outside professional work for compensation.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/07/03/ Office of Research: Human Subjects Division

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98 04 58340 Rev. 0	<i>Certificate of Exemption</i> Form completed, in lieu of a formal application, for low-risk research using human subjects. Approved and signed by the chair of the Department, forms include information such as the project title, grant title, category under which the research qualifies for exemptions, abstract of the project, and human subject information (checklist). Reviewed by Human Subjects Division and, if does not meet exemptions, form is denied and researcher must submit formal application for human subject research approval.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
04 11 60822 Rev. 0	<i>Complaints</i> Human Subjects protections related concerns and complaints which cannot be linked to a specific approved Human Subjects application.	Retain for 6 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
98 MM 58342 Rev. 0	<i>Human Subjects Database</i> Database tracks all applications received by Human Subjects Division. Application information includes title, name of principal investigator, date received, date of review, information about grants related to the application, status of application, period of approval, receipt date of adverse effect reports, modification requests, information about number of and type of human subjects enrolled/to be enrolled, etc.	Retain for 10 Years after Administrative Purpose Served <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/07/03/ Office of Research: Human Subjects Division

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 1 43543 Rev. 0	<i>Human Subjects Review Committee Applications - Denied</i> Applications for research using Human Subjects that were denied by the Review Committee. May include, but not limited to, the following: application, sample consent forms, Review Committee's disposition documentation, the investigator's responses to the Committee, sponsor protocols, copy of Radiation Safety Committee review, correspondence and supporting documentation, modifications to applications, application annual reviews, annual and final status reports, Adverse Event Reports, non-compliance documentation, records requests, safety reports, confidentiality agreements, subject complaints.	Retain for 10 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
04 11 60823 Rev. 0	<i>Human Subjects Review Committee Applications--Withdrawn</i> Applications for research using Human Subjects that were withdrawn from consideration. May include, but not limited to: application, consent forms, Review Committee's disposition documentation, the investigator's responses to the Committee, sample sponsor protocols, copy of Radiation Safety Committee review, and documentation of withdrawal.	Retain for 1 Year after Withdrawn <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
89 1 43542 Rev. 0	<i>Institutional Review Board Application Files - Approved</i> Applications submitted to Institutional Review Board Committee for approval to use human subjects in research projects. Files may include, but are not limited to, the following: master copy of applications, Review Committee's disposition documentation, investigator's responses to the Committee, consent forms, sponsor research protocols, correspondence and supporting papers, modifications to applications, annual status reports, adverse effect reports, safety reports, confidentiality agreements, copy of Radiation Safety Committee review, subject complaints and final status report.	Retain for 10 Years after Termination of Study <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/07/06/ Office of Research Misconduct Proceedings (ORMP)

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 09 62095 Rev. 1	Research Misconduct Allegations - Concluded at Inquiry Stage Provides a record of handling of research, scientific or scholarly misconduct allegations against University faculty, students or staff under Executive Order No. 61 where inquiry concludes that investigation not warranted. Includes notification to respondent of allegation, any sequestered research materials relevant to allegation, and final inquiry record and report. (See 42 CFR § 93.317 for 7-year retention requirement.)	Retain for 7 Years after UW Closes Case <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
09 09 62094 Rev. 2	Research Misconduct Allegations - Declined or Resolved Prior to Inquiry Provides a record of handling of research, scientific or scholarly misconduct allegations against University faculty, students or staff under University Executive Order No. 61 where matter declined (e.g., because not within purview of Office of Research Misconduct Proceedings) or resolved (e.g., because allegation withdrawn) prior to initiation of an inquiry.	Retain for 3 Years after Allegation declined or resolved by Office of Research Misconduct Proceedings <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
09 09 62096 Rev. 1	Research Misconduct Allegations - Investigation Warranted Provides a record of handling of research, scientific or scholarly misconduct allegations against University faculty, students or staff under Executive Order No. 61 where investigation warranted. Includes notification to respondent of allegation, any sequestered research materials relevant to allegation, final inquiry record and report, and final investigation record and report (including witness interviews). (See 42 CFR § 93.317 for 7-year retention requirement.)	Retain for 7 Years after UW or Federal Government Closes Case, Whichever is Later <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/08/ Vice President of Facilities

/08/03/ Facilities: Partner Resources

Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99 MF 59143 Rev. 0	<i>Request of Leave Taken - 1999 and prior</i> Provides record of leave taken by Facilities Services employees. Posted to Work & Leave Record (Form 220). Prior to the year 2000, the Request of Leave taken replaced the 220s in FSO and were the only signed documentation of leave, therefore replacing the 220s. All records prior to 2000 will need to be microfiched after 6 years and Retained in that format for the remainder of the retention. - In 2006, the project is now complete. -	Retain for 50 Years after End of Month <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/08/09/03/ Facilities: Facilities Information Library - Facility Records

Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15 12 68846 Rev. 0	Campus Drawing Records Drawings or plans of sections of campus, including architectural drawings and background drawings. Does not include operational utility drawings.	Retain for 6 Years after Until Superseded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

/08/11/01/ Transportation Services: Accounting

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 4 46129 Rev. 0	Voided Permits Provides record of permits returned to Permit Issuance Office for refund; specifically annual, quarterly, U-Passes, or short term permits.	Retain for 1 Year after Fiscal Year + Audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/08/11/02/ Transportation Services: Commute Options & Planning

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96 01 56402 Rev. 0	Transit Comment File Provide a record of complaints, suggestions or problems offered by UW patrons of contracted transit agencies. A copy is forwarded to the contracted transit agencies for response. The Transportation Systems office then forwards any response to the person commenting. All correspondence is completed via email.	Retain for 6 Months after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/08/11/07/ Transportation Services: Sales & Administration

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07 08 61598 Rev. 0	Citation Dismissal Requests This series provides a record of formal requests from Commuter Services to Parking Violations, requesting the dismissal or fine reduction of parking citations. May include correspondence with Parking Violations.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
03 12 60632 Rev. 0	Credit Card Request Forms Forms filled out by university departments/offices requesting special credit cards that can be used for parking on campus and charged to departmental budgets.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/08/11/07/ Transportation Services: Sales & Administration

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00 05 59689 Rev. 0	Default Notice This series provides a record of copies of letters sent to individuals who have not responded to tickets by default response date, Provides the individual with notification of the date the ticket will default and be turned over to a collection agency. Also informs individual that once ticket defaults their car will be subject to impound. Includes list of tickets incurred by individual as well as the default date for each ticket. Also known as Default Judgment. As of August 2009, copies are no longer being generated.	Retain for 6 Years after End of Month <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
07 08 61599 Rev. 0	Excessive Citation Notice/Reports This series provides a record of letters generated to warn permit holders about possible revocation of permit rights due to excessive parking citations. Also includes letters generated to revoke permit rights and supporting citation history records (produced and provided by Parking Violations) that serve as back-up documentation.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00 05 59699 Rev. 0	Impound Packet This series provides a record of impounds. These packets may include release from the towing company vendor, citation issues, registered owner printout, internal correspondence, etc.	Retain for 6 Years after Case Closed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
89 4 44158 Rev. 0	Parking Permits, Approval and Distribution Documents requests for permits to park at the UW, regardless of campus. Includes parking permits for construction, parking, disability parking, all game parking, carpool parking, President's Club parking, short term and special permit parking, departmental out of area permits, etc. Also contains Allocation Authorization Letters.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/08/11/07/ Transportation Services: Sales & Administration

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00 MM 59707 Rev. 1	<i>Parking Violations Database</i> Database record of parking citations issued, appeals, and fines. Citations may be uploaded directly into the database or may be handwritten and data entered. This series also includes older citations which have not been entered into the database. Includes ticket number, time, location, officer, etc. Can be used to reproduce citations.	Retain for 6 Years after Citation Issued <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
89 4 44162 Rev. 0	<i>Payroll Deduction Approvals</i> Authorizes monthly payroll deductions and/or termination of deductions for employee's annual parking permit, carpool parking permit, commuter ticket and/or UPASS. Also includes a record of reported lost or stolen permits.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 10 53195 Rev. 0	<i>U-Pass Application</i> Provides an application record to receive a U-Pass on a quarterly/annual basis.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 10 53191 Rev. 0	<i>Waiting List Files</i> Computer-generated list providing a record of applicants offered a space in a specific parking lot. Includes name, social security number, and lot title. Also includes the initial application and confirmation letters sent to employees upon parking lot assignment.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/08/12/01/ Transportation Services: Fleet Services

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 03 62118 Rev. 0	Underground Storage Tank Files This series provides a record of UW's compliance with regulations regarding the installation, maintenance and use of underground tanks for storing hazardous materials. May include inspection logs, tank registration forms, training, repair records, etc. These records are not duplicates of what is held by EH&S: Environmental Programs Office, 34.05.03.	Retain for 6 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
10 04 62145 Rev. 1	Vehicle Utilization Records Electronic source documentation used to generate the Vehicle Utilization Report which is sent to Washington State Office of Financial Management quarterly. Includes Vehicle Utilization Response forms, Utilization Review Response tracking spreadsheet and Waiver Request Letters, etc.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/08/12/02/ Transportation Services: Parking Operations

Transportation Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 4 44179 Rev. 0	Daily Lot Count Daily tracking device to determine empty spaces in each parking lot. Used for parking needs' projections. This information is now electronic.	Retain for 3 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/08/21/ Facilities: Project Delivery Group

Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 06 62226 Rev. 0	Preservation, Renovation, and Modernization (PRAM) Files This series provides a record of documents used as a resource in the planning and budgeting process for the preservation, renovation, and maintenance of UW Buildings for facilities management. May include Facman Reports, renewal programs, building audit information, biennium budgets - actual and projected, major renovation planning, cost estimates, etc.	Retain for 10 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

/08/23/01/ Facilities: Campus Utilities and Operations: Campus Utilities

Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03 03 60510 Rev. 1	Confined Space Entry Permit (1219) Provides a record of approval to safely enter a confined space while being monitored. Per WAC 296-809-50006, Confined Space Entry Permits should be kept for one year in order to facilitate the review of the permit-required confined space program.	Retain for 1 Year after End of Calendar Year in which Permit Expires <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
98 07 58565 Rev. 0	Lock Out/Tag Out Report A maintenance file which provides a record of valves and switches involved in repair work.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/08/24/ Facilities: Regulated Material Management Office (Asbestos, Lead, HazMat)

Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 04 62450 Rev. 1	<i>Air and Bulk Sample Lab Reports</i> This series provides a record of lab reports for asbestos, lead testing, PCBs, and heavy metal compositions etc. This documents that the work in renovated buildings was completed correctly and that the building is ready for occupation. Includes a record of lab reports received prior to July 2010 when the UW contracted out the air sampling and evaluation to consultants. Required as per OSHA, specifically 29CFR1926.1101(n)(2)(iii) and tied to demolition of building. Archival status ensures records will be preserved for the lifetime of the agency and therefore its buildings.	Retain for 30 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
11 04 62452 Rev. 1	<i>Air Samples</i> This series provides a record of the physical sample taken during an abatement. The samples are used to generate the Air and Bulk Sample Lab Reports as required per 29CFR1926.1101(n)(2)(iii).	Retain for 1 Year after Final Report Completed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11 04 62453 Rev. 1	<i>Asbestos and Hazardous Materials Surveys</i> This series provides a record of surveys conducted at the University relating to asbestos, PCBs, lead, and heavy metals. They are completed prior to an abatement in order to determine the scope of the work. Retention as per 29CFR1926.1101(n)(6) and tied to demolition of building. Archival status ensures records will be preserved for the lifetime of the agency and therefore its buildings.	Retain for 30 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
96 02 56498 Rev. 1	<i>Close Out Documents</i> Required for major asbestos projects, provides a summary of events and activities followed during the course of an asbestos abatement. Includes final project report, photographs, contractor/consultant daily work observation, waste/landfill receipts, PSAPCA notifications, representative area air monitoring, personnel air monitoring, worker training, contractor insurance certificates, pay applications, releases/waivers, as-builts from contractor, etc.	Retain for 30 Years after Building Demolished <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



/09/ Vice President of Finance

/09/01/ Procurement Services

Procurement

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01 08 60135 Rev. 0	Account Reconciliation Reports Provides a record of reports extracted from FAS (database) for use in reconciliation of various accounts. Used internally for tracing problems and for research. Includes Accounts Payable Details Reports. (See DAN 90-7-46417 for source documents.)	Retain for 2 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
13 09 68451 Rev. 0	Cancelled Bids Bid documentation received through a solicitation that was cancelled before the response due date. Includes vendor correspondence received prior to the cancellation as well as correspondence describing the cause of the cancellation. Does not include unopened bids. (Unopened bids are returned to the vendor.)	Retain for 1 Year after Bid Process Cancelled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 05 52286 Rev. 0	Daily Input Control Logs (IA, IB, IC, ID, etc.) Provides record of batches of transactions processed. Includes for each batch: date processed, batch number, number of transactions, and remarks or discount amount, use tax amount, net invoice amount, warrant register number, etc. Includes for each batch: total dollar amount for the batch, accepted dollar amount for the batch, and rejected dollar amount for the batch. Used to reconcile batch amount totals with FAS Batch Control Reports (AM11409-001.)	Retain for 2 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
01 08 60146 Rev. 0	Vendor Control Correspondence Provides a record of vendor status at the University. Includes payment information and tax identification number.	Retain for 1 Year after Superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/09/01/ Procurement Services

Procurement

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22 02 69647 Rev. 0	Vendor COVID-19 Vaccination Status Verification Records Declaration records submitted by vendors documenting employee COVID-19 vaccination status. Includes all employers of any suppliers, vendors, or contractors who may be working at a University of Washington location. Includes but is not limited to: declarations relating to vaccination status, lists/logs of employees documenting the verification of their vaccination status, evidence of COVID-19 vaccinations.	Retain for 6 Years after End of Fiscal Year in Which the Vaccine Attestation Was Submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/09/07/ ISC: Payroll

Payroll

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 06 62233 Rev. 1	PreWD: OPUS (Online Payroll Updating System) Provides a record of the UW online payroll system which allows a department to create/update payroll information on a new or existing employee. OPUS allows a department to make updates instantaneously and eliminates the need for a central office (Payroll) to enter payroll changes. These updates and payroll changes include initial hires/rehires, distribution, budget number changes, leave of absences and separations. The system houses an employee's Payroll records; current and historical including pay history and funding history. This covers records before the Workday implementation in June 2017. OPUS data is now stored by UW-IT, it is accessible through the UW IT BI Portal & EDW.	Retain for 50 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
95 07 55565 Rev. 0	W2 Forms (Annual Earnings Statement) This record, available electronically, summarizes annual earnings for all employees, and is created for tax purposes. Arranged by payroll distribution codes.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/09/10/ Management Accounting and Analysis

Accounting

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 4 42079 Rev. 1	Faculty Effort Certification Documents certification by research faculty that their payroll distributions are a reasonable reflection of their actual effort. Also provides a record of mandatory, committed, and capped cost sharing actually provided by research principle investigators on their grants and contracts. Includes Interim Cost Share Reports created when an FEC is not yet available for certifying the cost shared effort.	Retain for 12 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
87 7 40435 Rev. 0	Indirect Cost Study and Proposal A summary of information compiled according to guidelines set by the Federal Office of Management and Budget. Used to determine indirect cost rates charged to Grant and Contract budgets to cover depreciation, maintenance, administrative, and library costs.	Retain for 10 Years after Last Year of Current Rate <i>then</i> Transfer to Archives for permanent retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
87 7 40437 Rev. 0	Indirect Cost Study Supporting Documentation Provides background data which will be synthesized into and used to prepare the Indirect Cost Study Proposal. May include surveys--library, space, staff; library studies; grant and contract payroll reports; space inventories; expense reports (AM40720-492 to AM40920-492); the 02 index (AM17349-S01); student guarantees; cost sharing reports; equipment inventories; FTE and payroll statistics; title and account code indices; restricted fund expenditure reports.	Retain for 10 Years after Last Year of Current Rate <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07 04 61454 Rev. 0	Initial Approval of Cost Center Rates Application material submitted by UW Offices seeking approval to become UW Cost Centers.	Retain for 6 Years after Approval Granted or Denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/09/10/ Management Accounting and Analysis

Accounting

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87 7 40434 Rev. 0	Rate Agreement/Colleges and Universities Provides a record of indirect cost rates for Grant and Contract budgets. Established by negotiation between the University and the Department of Human and Health Services, Division of Cost Allocation.	Retain for 10 Years after Last Year of Current Rate <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

/09/11/ Student Fiscal Services

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 11 43121 Rev. 0	Bankruptcy Files Provides record of debtors to the university who have declared bankruptcy. Used to determine collectability of debt. May include correspondence, worksheets, First Meeting of Creditors Notice (Schedule of Debt), memos, discharge orders, etc.	Retain for 6 Years after Dismissed or Discharged <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
96 02 56481 Rev. 0	Borrower's File- Direct Loan Program Provides record of legal documents supporting individual student loans funded by the Direct Loan Program. Once loan disbursement is authorized, promissory notes are transferred to the custody of a central national servicer who becomes responsible for loan collection and maintenance.	Retain until Accepted By Servicer <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/09/11/ Student Fiscal Services

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 01 45496 Rev. 0	Scholarship Files Includes Donor/Source of Funds, documentation of sponsor liability, sponsor correspondence, remittance copies of checks, and correspondence with students. Either physical checks or images on CD-ROM received from the bank are maintained.	Retain for 6 Years after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
96 MM 57108 Rev. 0	Tuition Account Record--Student Database The database which provides a comprehensive daily record, by student number, of tuition and fee charges, tuition related charges, payments, credits and refunds. Includes Teaching Assistant/Research Assistant Fee Waiver Report (SA80110-R-01, SA80110-R-02).	Retain for 6 Years after Last Quarter of Enrollment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
89 10 45081 Rev. 0	UW Initiated Loans- Legal Files Documents the establishment and maintenance of institutional loan programs. Files provide the legal basis and justification for the establishment of the student loans initiated by the UW.	Retain for 6 Years after Funds Dispersed <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/09/13/ Financial Accounting

Accounting

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 03 62205 Rev. 0	Agency Budget Files Provides a record of the establishment of certain types of Agency Accounts. May include correspondence, request, copies of BARs/BSRs. Agency Accounts are established for non UW entities who have an agreement to use the UW accounting system.	Retain for 6 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
86 3 36135 Rev. 0	Allotment and Expenditure Reports Provides a monthly summary received from CAFR & AFR reporting transmittal and allotment status. Uses for review and reconciliation purposes.	Retain for 6 Years after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
86 3 36136 Rev. 0	Annual Financial Reports (AFRs) Cash Receipts Journal Summary Lists offices that send revenue to the State Treasurer's office in Olympia.	Retain for 6 Years after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10 03 62207 Rev. 0	Annual Financial Statement Workpapers This series provides a record of various spreadsheets, worksheets, and reports extracted from FAS and received from other University offices which are combined with information from the Development office to prepare the University of Washington Audited Annual Report.	Retain for 6 Years after End of Fiscal Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
10 03 62206 Rev. 0	Biennium Close Records Extracted from Financial Accounting System, provides a summary of how the system looked at the close of each biennium. Used to reconcile accounts, to trace closure problems, and to review individual accounts. Includes adjusting and closing entries, adjusted trial balance report, etc.	Retain for 6 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/09/13/ Financial Accounting

Accounting

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 03 62209 Rev. 0	Integrated Post-Secondary Educational Data System Reports (IPEDS) Comprised of reports submitted annually to the Dept. of Education through the Integrated Post-Secondary Educational Data System. Includes Financial Information statement and supporting workpapers.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10 03 62208 Rev. 0	Interest Allocation Provides a record of allocation of interest earned through non-endowed gifts, etc. Includes supporting workpapers.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10 03 62210 Rev. 0	Payroll Load Spreadsheets, backup documents and reports used to calculate annual payroll benefit rates by employee classification. Part of indirect cost allocation.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
87 4 39822 Rev. 0	Report of Revenue Transfers and Receipts (AM29500-230, 231) Summaries of funds received by current month and by revenue code. Filed with University Annual Report.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
86 3 36134 Rev. 0	Summary of Allotment Status Report (AM28650-276----260) Provides a monthly summary of allotment and expenditures of budgets. Used in preparing financial reports and in reconciling fiscal statements from the State Treasurer's Office in Olympia.	Retain for 6 Years after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/10/ Office of Vice President for Human Resources

/10/02/ Compensation Office

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05 11 61019 Rev. 0	Compensation Plan Record of the job specifications and pay scales for classified staff at the University of Washington.	Retain for 6 Years after Authorized Adjustments <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
05 11 61023 Rev. 0	Legislative Salary Adjustments Background files regarding the allocation of salary funds from the state. Files document how salary adjustments are to be distributed among a departments' staff. Includes costing, estimating, legislative background, HEPPS database printouts, staff listings, salary surveys, etc.	Retain for 2 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/10/03/ Human Resources Operations

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01 02 60023 Rev. 1	Official Employee Medical File Provide record of information obtained regarding the current, on-going, or previous history of an employee's medical condition as needed to provide an accommodation. May also include information regarding accidents/incidents or exposure to hazardous chemicals. Medical condition or history of an employee considered to have a medical disability. May also include information regarding accidents/incidents or exposure to hazardous chemicals. Per 29 CFR 1630.14 (Americans with Disabilities Act), this information must be retained separately from the employee's personnel folder and maintained in a locked file cabinet with restricted access. Note: Not all employees have a Medical File.	Retain for 50 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM

/10/05/ Labor Relations Office

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 07 62081 Rev. 1	Public Employment Relations Commission Files Provides a record of work with the Public Employment Relations Commission (PERC) to resolve unfair labor practices, unit classifications, and representation rights. May include: correspondence, reports, etc.	Retain for 6 Years after Case Decided <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/10/07/ Benefits

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95 10 56097 Rev. 0	Trial Balance--General Ledger Provides a monthly summary and balance of financial activity for Retirement and Insurance. Indicates liability for payments to retirement and insurance systems.	Retain until End of Biennium <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

/10/08/ HRBAIS (HR Benefits, Analytics & Information Systems)

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 06 61213 Rev. 0	OWLS Provides a record of information contained in the UW Online Work and Leave System. OWLS is a computer based tracking system that departmental timekeepers use to track leave accrual for classified and professional staff. OWLS was developed through the HR and Payroll USER Project.	Retain for 50 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/10/09/ Disability Services Office

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00 03 59580 Rev. 0	<i>Accommodation Case Files and Consultations (After 11/10/97)</i> Provides a record of equipment purchased, modifications made to work spaces, and/or special measures taken for faculty, staff or the general public who need special accommodation or disability parking/ transportation. May include job analysis, correspondence, notes, memoranda, etc.	Retain for 6 Years after File Closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/10/10/ UW WorkLife

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 07 62071 Rev. 0	<i>Parent Standing Verification</i> This series provides a verification of parents who are students at the University of Washington and are eligible for child care benefits at participating child care centers.	Retain for 1 Year after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/10/11/ SafeCampus

Human Resources

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 04 62132 Rev. 0	<i>Violence Prevention Response Program Case Files</i> This series provides a record of cases being managed by the Violence Prevention Response Program. May include action plans, reports, and supporting documentation, both electronic and hard copy, regarding the issue, such as stalking, harassment, etc.	Retain for 6 Years after Case Closed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/11/ Vice President for Advancement and Alumni Relations

/11/05/ University Advancement: Information Management

Development

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05 11 61112 Rev. 0	ADVANCE Database ADVANCE is used to record information about University relationships with alumni and donors and make the information available to University staff. Includes biographical information on University graduates and donors. Also includes donation information that is used only for solicitation purposes. This office is not responsible for any accounting functions. Gift Processing (record group 11.05.01) Retains auditable records surrounding donations. The department on the receiving-end of the gift is responsible for managing any stipulations on how each donation to the University is used.	Retain until Superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
05 11 61029 Rev. 0	Campaign Reports Summarizes giving to the University during the campaign period based on campaign counting standards. These reports are included in the monthly Report of Contributions that is sent to and approved by the Board of Regents who is responsible for receiving all gifts to the University.	Retain for 6 Years after End of Campaign <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
93 03 52076 Rev. 0	Report of Contributions (ROC) Provides a summary of the total number of gifts (both cash and non-cash) received by the University during the year. The report is submitted to the Board of Regents who must approve the receipt of all gifts to the University.	Retain for 6 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/12/ UW-IT

/12/00/01/ UW-IT: Business Continuity

Technology Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16 06 68992 Rev. 0	Responder Incident/Event Packet Provides a record of responses to incidents/events by UW-IT URC responders. Applied to partial or full activations. Documentation is used for internal reference, training new responders, and (if needed) for FEMA documentation. Includes the Common Operating Picture and correspondence relating to the incident or event. Depending on the size and scope of the incident or event, other documents, such as an Incident Action Plan, may be added to the response records as deemed necessary by the UW-IT URC Manager.	Retain for 6 Years after End of Fiscal Year Incident/Event Was Resolved <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

/12/09/ Office of the CISO

Technology Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05 03 60828 Rev. 1	Incidents Records related to information security or privacy incidents that do not include a breach of confidential information, notification to affected individuals, and/or reporting to a third party etc. as required by federal or state laws and regulations. Includes incidents spanning multiple UW jurisdictions. Based on the type of information security or privacy incident and the organizational area in which it occurred (see APS 2.5 Incident Management Policy for additional information), the official copy resides in one of the following offices: UW Office of the Chief Information Security Officer UW Medicine Compliance Office of Research UW Medicine IT Services Health Sciences Administration UW Privacy Office	Retain for 2 Years after UW Investigation Complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/12/11/ UW-IT: Identity and Access Management

Technology Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20 02 69490 Rev. 0	Access Control -- Audit Logs Records produced by access control systems and processes that enforce technical authentication and authorization controls for access to institutional information and systems. Includes system and audit logs that capture changes to permission settings and configuration to enforce access controls; system and audit logs for authentication events, authorization events, and other events related to access to institutional information and system.	Retain for 30 Days after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
20 02069491 Rev. 0	Audit of Systems Access Provides a record of the results of activities to reestablish that access to institutional information and systems is appropriate. May include audits of system access, access reviews, and re-certifications and attestations of appropriate access.	Retain for 1 Year after Close of Audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/13/ Vice Provost for Continuum College

/13/08/05/ Continuum College: International Outreach Program

Outreach

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 12 43437 Rev. 1	Student Visa Records (F-1) Provides proof of acceptance of student to educational program and student financial guarantee. Includes Visa Eligibility Form (I-20) verified by United States Embassy.	Retain for 6 Years after Completion of Program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/13/08/08/ Continuum College: Summer Quarter

Program Support

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 11 43134 Rev. 1	Summer Quarter Budget Working Files Assembly, analysis, and approval of budgets for summer quarter at the University for most courses from Bothell, Seattle, and Tacoma campuses. Departments, schools, and colleges enter estimated instructional salaries and related costs into an online budgeting system which is accessed by this office for this process.	Retain for 6 Years after End of Summer Quarter <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/14/ ICA

/14/01/ ICA: Director

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 05 52305 Rev. 0	NCAA Provides a record of the department's relationship with the NCAA. Includes Compliance Certification for Staff Members, NCAA Legislation, NCAA Revenue Distribution Plan, NCAA Self Studies, NCAA Penalty Structure Committee, NCAA Honors Committee, etc. Contains reports, correspondence, memoranda, minutes, etc.	Retain for 10 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
93 05 52307 Rev. 0	Ticket Files Provides a record of ticket allotment received from the ICA Ticket Office which may be distributed as appropriate.	Retain for 5 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/14/04/ ICA: Ticket Office

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 09 53040 Rev. 1	Husky Season Ticket Renewal Applications Provides a record of renewal applications for Husky sporting events (basketball, football, etc.).	Retain for 1 Year after End of Season <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/14/04/ ICA: Ticket Office

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 09 53038 Rev. 1	<i>Tickets: Year End Stock</i> Paper stock used for the printing of football and basketball tickets. May include printed or voided tickets. For example, this could include tickets that were unclaimed at will call.	Retain for 6 Months after Audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/14/06/ ICA: Training Room

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 02 45858 Rev. 0	<i>Athlete Medical Files (Expired)</i> Provides record of medical history for each UW athlete. May include medical history, HIPAA form, injury report forms, notes, registration forms, correspondence, therapy records, progress notes, doctor visits, physical examinations, consent forms for medical procedures and acknowledgement of potential injury forms.	Retain for 7 Years after End of Eligibility <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
90 02 45859 Rev. 1	<i>Presagia Monitoring System</i> Tracks athletes by sport and status. Includes medical summary, diagnosis, medical arrangements, insurance, referrals to doctor, medication logs, injuries (resolved and unresolved), medical tests and procedures, surgeries, and inoculations. Also includes: personal information (such as address) and parent contact information. Includes athletic summary, concussion and baselines, daily summary for each sport of athletes' status for practice (i.e. full activity, limited activity or no activity for each participant).	Retain for 7 Years after End of Academic Year In Which Eligibility Ended <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/14/08/ ICA: Head Football Coach

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 03 52066 Rev. 0	Bowl Notebooks Provides a record of specific strategies used in response to opponents at bowl games. Also documents arrangements made for bowl games. Includes game plans, practice plans, meeting notes, itineraries, plane lists, team rosters, etc.	Retain for 2 Years after End of Game <i>then</i> Transfer to Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
93 03 52067 Rev. 0	Fall Notebooks Provides a record of planning for the upcoming season. Includes practice plans, notes of meetings with coaches, notes of meetings with the football team, notes of meetings with seniors, etc.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93 03 52065 Rev. 0	Game Plans Provides a record of individual game strategies in direct response to a specific opposing team. Also documents arrangements made for each game. Includes dressing, itinerary, plane lists, team rosters, etc.	Retain for 2 Years after Season <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
93 03 52064 Rev. 0	Playbooks Provides a record of play strategies for each position. Playbooks are updated on a yearly basis.	Retain for 2 Years after Season <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
93 03 52062 Rev. 0	Players Files Provides a record of the current football team and of individual students who have associated themselves with the team. May include: student questionnaire, correspondence, notes, letters of recommendation, etc.	Retain for 5 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/14/08/ ICA: Head Football Coach

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 03 52063 Rev. 0	Players Files--Completed Eligibility Provides a record of individual members of the football team who have completed their eligibility. May include: correspondence, notes, student questionnaire, etc.	Retain for 5 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
93 03 52068 Rev. 0	Spring Notebooks Provides a record of continued planning for the season. Includes practice plans, notes of meetings with coaches, notes of meetings with the football team, notes of meetings with seniors, etc.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/14/10/ ICA: Compliance Office

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 12 68378 Rev. 0	ICA: Investigations This record documents investigations regarding a coach, student, or program. If findings result in a violation, the record becomes a Violation record.	Retain for 10 Years after Investigation Completed /Final Action Taken <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/14/10/ ICA: Compliance Office

Intercollegiate Athletics

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 03 52099 Rev. 0	ICA: Squad Lists Updated on a monthly basis, this series documents student athletic careers and team participation at the University of Washington.	Retain for 10 Years after Superseded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
12 12 68379 Rev. 0	ICA: Student Compliance File-APR Points Created when student received an aid package but left the University without graduating. These students may return anytime in the future to complete their degree which positively affects the APR points awarded the University.	Retain for 10 Years after Graduation or Last Contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
12 12 68380 Rev. 0	ICA: Violations This record documents investigations which resulted in a NCAA and/or PAC 12 violation and its resolution	Retain for 10 Years after Sanction Received <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
12 12 68381 Rev. 0	ICA: Waivers These record documents any type of waiver requested but not necessarily granted by the University for a coach, staff member, player or program.	Retain for 10 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/ Vice President for Student Life

/15/01/ Office of the University Registrar: Administration

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 09 53036 Rev. 0	Fraud Files Provide record of cases of fraud related to student records such as fraudulent diplomas, grades, transcripts, etc. Includes correspondence, background/support documentation, copies of materials, etc.	Retain for 6 Years after Case Resolved <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
22 12 69677 Rev. 0	Religious Accommodation Forms Used when students officially request an accommodation in one or more classes per the UW Religious Accommodation Policy, Religious Accommodation Forms document religious accommodation requests submitted by a student through the Office of the University Registrar. Exports are received by the Registrar each quarter after the end of the deadline to submit the form.	Retain for 1 Quarter after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/15/01/03/ Office of the University Registrar: Residency Classification Office

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 09 53060 Rev. 1	Immigration/Citizenship Status Change Provides a record of the reclassification of a student's immigration/citizenship status.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/15/01/03/ Office of the University Registrar: Residency Classification Office

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 03 61122 Rev. 1	U.S. National Security Position Authorization for Release of Information Form used by federal investigators to obtain information for security checks.	Retain for 1 Year after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/15/01/04/ Office of the University Registrar: Graduation and Academic Records

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86 6 36955 Rev. 0	Application for Credit by Exam Provides record of student application and eligibility to take exams for credit without enrolling in a course.	Retain for 1 Year after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93 09 53001 Rev. 1	Diploma Replacement Order Provides record of request for a replacement diploma. Form includes payment amount received.	Retain for 6 Years after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/01/04/ Office of the University Registrar: Graduation and Academic Records

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 09 53002 Rev. 0	Diplomas -- Not Received Provides record of diplomas not retrieved by the students who earned them.	Retain for 2 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/15/01/06/ Office of the University Registrar: Registration and Transcripts Office

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 09 52990 Rev. 0	Late Add Registration Authorization Provides record of courses approved for adding after tenth class day.	Retain for 5 Months after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09 07 62070 Rev. 0	Permit to Register for Out of Quarter Course (Out-of-Quarter Card) Provides record of authorization from a department for a student to register in a course that is approved for a quarter but not offered in the Time Schedule.	Retain for 1 Year after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
86 6 36946 Rev. 0	Transcript Order Form Provides authority by student to issue transcript.	Retain for 1 Year after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/15/01/09/ Office of the University Registrar: Degree Audit Reporting System (DARS)

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99 11 59376 Rev. 1	DARS Batch Report - Online Report identifies which classes fit into particular requirements for a student's major or area of studies and which areas require additional classes. Reports can be printed into hardcopy format when requested.	Retain for 1 Month after Report Run <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/15/01/10/ Office of the University Registrar: General Catalog and Curriculum

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01 03 60056 Rev. 1	Curriculum Program Proposals -- Approved Provides documentation of the planning and development of an approved academic program. Includes departmental proposals and supporting papers (program descriptions, faculty data, etc.) as well as UoW 1503, Creating and Changing Academic Programs Form. Quali Student Curriculum Management module will be the system of record for these proposals. This series includes approved, denied, and withdrawn proposals.	Retain for 2 Years after Program Dropped <i>then</i> Transfer to Archives for permanent retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
93 09 52982 Rev. 0	Curriculum Report (Quarterly) Provides comprehensive computer listing (by department and course number) of all approved courses currently offered by academic departments. Quali Student Curriculum Management module will be the system of record for this information.	Retain for 3 Years after End of Quarter <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/15/02/ Vice President for Student Life: Administration

Student Life Administration

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96 09 57045 Rev. 1	Disciplinary Cases A record of investigations and disciplinary actions taken pursuant to the Student Conduct Code.	Retain for 6 Years after Disciplinary Action Taken <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
98 06 58531 Rev. 1	Student Incident Reports Provides a record of an incident(s) or information that has been reported to this office involving one or more students, and which may or may not have concluded with a formal investigation.	Retain for 6 Years after Incident Resolved <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/15/05/ Office of Student Financial Aid

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 1 41413 Rev. 0	Award Administration Files Provides record of UW applications for state and federal financial aid funds. Includes applications, award notifications, correspondence, program reports, etc.	Retain for 3 Years after End of Award Year in Which Aid was Granted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/05/ Office of Student Financial Aid

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 1 41402 Rev. 0	Federal and State Reconciliation File Provides a record of the request for federal and state funds as well as the record of the expenditures from those funds. May include reconciliation working papers, electronic transmissions to federal and state agencies, Common Origination and Disbursement system reports, and statement of accounts, student adjustment records.	Retain for 3 Years after End of Award Year in Which Report was Submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
89 1 43561 Rev. 1	Financial Aid Applications -- Enrolled Provides information to determine eligibility for student financial aid. .	Retain for 6 Years after End of Last Award Year in Which Student Last Attended <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
88 1 41383 Rev. 0	Financial Aid Applications -- Not Enrolled Provides information required to determine eligibility for receipt of financial aid for applicants who were not enrolled as students to the UW during the award year.	Retain for 1 Year after End of Award Year in Which Not Admitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 1 41395 Rev. 0	Job Referral Forms Provides record of federal and state Work-Study positions offered by employers, and the student employees hired into those positions.	Retain for 3 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/05/ Office of Student Financial Aid

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 1 41397 Rev. 0	Off-Campus Employer File Provides record of employers off-campus who employ financial aid students through state or federal programs. May include Work-Study contracts, correspondence, job announcements and descriptions, and notations of students hired.	Retain for 3 Years after End of Award Year in Which Report was Submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 1 41400 Rev. 0	Off-Campus Payroll Vouchers Provides record of a Work-Study student's hours worked, supervisor and student certification, and reimbursement request for federal and state agreement employers.	Retain for 3 Years after End of Award Year in Which Report was Submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 1 41396 Rev. 0	On-Campus Job Descriptions Provides description of state or federal Work-Study job within a UW department. Includes supervisor's name and payroll contact.	Retain for 3 Years after End of Award Year in Which Report was Submitted <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
88 1 41398 Rev. 0	On-Campus Time Sheets Provides record of student hours worked, and both supervisor and student verification of those hours, for students awarded either state or federal Work-Study aid.	Retain for 3 Years after End of Award Year in Which Report was Submitted <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/15/05/ Office of Student Financial Aid

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 1 41393 Rev. 0	Packaging Aid Reports Provides record of awards made to financial aid students through the automated fund awarding system. May include reports and student rosters.	Retain for 3 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 1 41405 Rev. 0	Scholarship Applications Documents students' eligibility for and compliance with program requirements for scholarships.	Retain for 3 Years after End of Award Year for Which Aid was Awarded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 1 41404 Rev. 0	Scholarship Files (Donor) Provides record of scholarships administered by the Financial Aid Office. May include administrative requirements, notations of donations received, copies of wills, correspondence, etc.	Retain for 5 Years after End of Award Year in which Aid was Awarded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/15/05/02/ Enrollment Management: Veterans Education Benefits

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 03 52108 Rev. 0	<i>English as a Second Language (ESL) Program Files</i> Provides a record used to evaluate a student for placement in the Academic English ESL program. Files track and monitor the fulfillment of ESL admission requirements by students whose native language is not English. This program is for ESL students who are pursuing an academic degree from the University. The actual classes are taught by Educational Outreach, but all administration and student information is maintained by Special Services. Files include Delay Requests, diagnostic results, copy of TOEFL Test results, copy of Michigan Lang. Test results, in-class pretests (to waive the requirement), SPEAK Test results, etc.	Retain for 2 Years after Graduation or Last Activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93 03 52110 Rev. 0	<i>Financial Aid Authorization & Disbursement Lists -- Year End List</i> Provides a cumulative year-end listing generated by Student Accounts & Scholarships (RG# 09.06.00) of students receiving scholarships. Includes amount of tuition exemptions and reductions.	Retain for 2 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93 03 52115 Rev. 0	<i>National Merit Scholarship and UW Undergraduate Scholar Award Files</i> Provides a record of student applications for the National Merit Scholarship and UW Undergraduate Scholars. Includes applications, award letters, and other routine correspondence.	Retain for 6 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/06/01/ Health and Wellness: SARIS (Sexual Assault and Relationship Violence Information Service)

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 09 62319 Rev. 1	Intake Checklist This series provides a record of individuals seeking support or resources for issues surrounding sexual assault, stalking, or relationship violence that is collected on a checklist. May include name, purpose of visit, plan of action, etc.	Retain for 7 Years after Intake Session Concluded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/15/07/ Counseling Center

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 3 41748 Rev. 1	Client Information Database This EHR database tracks and monitors client contact, consultation progress, and billing. May include appointments, test results, release of information sheets, etc. Retention is established per WAC 246-924-354 and based on age of client and insurance billing requirements.	Retain for 10 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/10/05/ Housing and Food Services: Residential Life

Housing and Food Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99 01 58988 Rev. 0	Priority Documentation (Residential Hall Events) Documentation, in electronic format, concerning incidents in the residential halls (i.e. fire alarm notices, accidents, personal accidents, or emergency maintenance work). Includes incident, report of activities causing incident, response and corrective actions. May include incident reports from UW Police, if applicable.	Retain for 6 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/15/13/02/ Student Activities Office

Student Programs

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 01 45532 Rev. 0	Affordable Tuition Now (ATN) Provides a quarterly list of optional fee contributions.	Retain for 1 Year after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
90 01 45533 Rev. 0	Washington Public Interest Research Group (WASHPIRG) (SA70110-R-02) Provides a quarterly list of WASHPIRG contributions.	Retain for 1 Year after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/15/13/07/ Student Legal Services

Student Programs

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18 08 69222 Rev. 0	Client Case Files Involving Estate Planning Information collected during initial contact with potential clients and at consultation used to identify client, nature of inquiry, referrals made, advice given, etc. where the nature of the matter revolves around end of life, estate planning, and/or power of attorney. Additionally, in the event consultation evolves into ongoing representation, the case file will also provide documentation of a client's legal representation by Student Legal Services in civil or criminal matters. May include court pleadings, evidence information, subpoenas, notes regarding legal research, correspondence with client or other attorneys, etc. All information and materials will reside in LegalServer CMS.	Retain for 10 Years after Close of Estate <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/15/17/ University Police Department

Law Enforcement

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 07 61245 Rev. 0	Banning Letters Provides a record of restrictions placed on an individual's access to all or part of the University.	Retain for 6 Years after Expired <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 4 42063 Rev. 0	Building Survey Reports Provides record of security measure surveys done of campus buildings. Used by departments to update/enhance their security measures.	Retain for 1 Year after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/15/17/ University Police Department

Law Enforcement

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 12 62916 Rev. 0	Computer - Aided Dispatch (CAD) Backup Data Backup data entered by dispatchers pertaining to calls received and/or processed by a Public Safety Answering Point.	Retain for 3 Years after Conclusion of Dispatch Action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 4 42053 Rev. 0	Computer Aided Dispatch System (CADS) Provides a record of dispatched calls for police service and an event record of police activity.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
12 06 68267 Rev. 0	Field Interview Reports (FIR's) Provides records of officers' field contacts with the community that do not result in the need for an Incident Report.	Retain for 6 Years after End of Contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
06 09 61363 Rev. 0	Firearms Exemption This series provides a record of individuals requesting an exemption to WAC 478-124-020. Includes both approved and denied permits.	Retain for 6 Years after Expired or Denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 4 42076 Rev. 0	Notification of Court Appearance Summarizes subpoena data and directs officers to appear in court.	Retain until End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00 05 59703 Rev. 1	Property Activity Request Provides a record of disposition of equipment or property either through surplus transfer or sale. Also includes property or money that has been diverted to police use. (Maintained as per RCW 63.32.010.)	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/17/ University Police Department

Law Enforcement

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 06 68271 Rev. 0	Security Surveys and Assessments An assessment of risks or potential crime performed by Crime Prevention. Record includes security evaluations and reports for persons or property under UWPD jurisdiction for crime prevention, in planning for a special event or at the request of another security agency.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 4 42054 Rev. 0	Special Orders Provides a record of internal office memos containing information of a temporary nature.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12 06 68274 Rev. 1	Victim Advocate (CVA) Records All confidential records used and maintained by the UWPD Crime Victim Advocate (CVA).	Retain for 7 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/15/20/ UW Career & Internship Center

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 12 43452 Rev. 0	Letters of Evaluation This series provides a record of Academic Employment and Graduate/Professional School Placement files. Files may contain cover sheet with contact information, educational history, letters of recommendation, etc.	Retain for 20 Years after Last Activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/15/22/01/ Enrollment Management: Enrollment Information Services

Registrar

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86 6 36940 Rev. 1	<i>Permanent Student Records/Transcripts (Student Database)</i> Records documenting the official academic performance of individual students at the University. Includes, but is not limited to courses taken, final grades and honors received (including any grade changes), transfer and total credits, major and minor degrees received, and official name changes. Note: In the event of the University ceasing to exist, the permanent student records are to be transferred to Student Achievement Council for permanent retention in accordance with RCW 28B.85.130.	Retain for Life of the Agency <i>then</i> Transfer to Student Achievement Council for permanent retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
97 08 57908 Rev. 0	<i>Special Data Studies, Permanent</i> Special statistical studies prepared with data from the Student Database that may contribute to the study and analysis of the effectiveness of University programs. Includes comparative longitudinal studies.	Retain for 10 Years after End of Quarter <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/16/ Office of External Affairs

/16/03/ State Relations

External Affairs

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04 10 60816 Rev. 0	Issues Files Provides record of current issues that may affect or may be of interest to the University of Washington. May include House and Senate Legislative bills, newspaper articles, testimony, correspondence, fiscal notes, checklists, etc.	Retain for 5 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM

/16/05/ Trademarks and Licensing

Promotes and protects the use of UW licensed marks

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 12 53398 Rev. 0	Infringers Documents cease and desist letters sent to manufacturers illegally producing merchandise.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
85 5 35348 Rev. 0	Insurance Certificates Provides proof that all licensed companies have product liability insurance and that this University is named as one of the insured parties. Policies are renewed on a yearly basis. A new insurance certificate is issued at time of renewal of policy.	Retain until Superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/16/07/ Broadcast Services: KUOW Public Radio

Radio Station

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99 11 59352 Rev. 1	KUOW Equipment Performance Measurements Records performance measurements for each station transmitter. May include Frequency Measurement Logs. Maintained as per 47 CFR 73.1590.	Retain for 2 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99 11 59364 Rev. 1	KUOW Public File Contains all content maintained as part of the station's Public File required as per 47 CFR 73.3527(e) (1-11). Includes: Annual Employment Reports, Contour Maps, Donor Lists, FCC Applications, FCC Authorization, FCC Investigation or Complaint Notices, Issues/Program List, Local Public Notice Announcements, Ownership Reports, Political File, "The Public and Broadcasting".	Retain for 6 Years after Final action on next license renewal application <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
93 11 53256 Rev. 1	KUOW: Station Operation Log Documents the technical operation of station equipment, including equipment status, equipment calibration, the Emergency Alert System, tower lighting outages, etc. Maintained as per 47 CFR 73.1225.	Retain for 2 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/16/09/ UW News

Works with journalists who need information about the University of Washington.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 7 42641 Rev. 0	News and Information Personnel Files Provides information source on UW faculty and staff (current or former). Used to provide background for University Week stories and articles or press releases. Information from files is feed into the Experts database, an on-line contact source for outside media needing experts in certain fields. May include bibliographies, biographies, photographs, news clips, speeches, obituaries, etc.	Retain for 6 Years after Deceased <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
88 7 42638 Rev. 0	Past Presidents' Files Provides information source on past UW presidents. May include bibliographies, biographies, photographs, news clips, speeches, etc. Used as background source for articles or press releases.	Retain for 6 Years after Deceased <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
88 7 42636 Rev. 0	Regents Files Provides information sources on current and past Board of Regents members. May include bibliographies, biographies, photographs, news clips, speeches, etc.	Retain for 6 Years after Completion of Term or Period of Service <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/19/ College of Arts and Sciences

/19/06/ A&S: Henry Art Gallery

Art Gallery

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00 12 60001 Rev. 1	Accession Register This record documents the intake of each object in the permanent collection, in which each object is documented, including using a unique Accession Number. They are ledgers containing basic information that is used to confirm ownership of an object, including the artist, title, medium, classification, and credit line.	Retain for 5 Years after Last Object Deaccessioned <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
90 09 46709 Rev. 1	Collection Accession Records Various types of information about each object in the Gallery's permanent collection. Includes: accession receipt and object receipts, deed of gift or purchase record, correspondence, donor information, and Director's acknowledgement of gift letter, Invoice (purchases only), Transfer of Ownership (purchases). May also include: UW Gift Transmittal form, research material, bibliographies, insurance appraisals, IRS form 8283, exhibition history, provenance, a record of who owns the copyright use agreement, shipping information, or artist cards (with photos and description of object).	Retain for 10 Years after Object Deaccessioned <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
90 09 46712 Rev. 1	Exhibition Files Provides record of all aspects of planning and presenting an exhibition. May include: exhibition checklist, incoming loan agreements, any other agreements relating to the exhibition, planning files, correspondence, incoming loan agreements, object receipts, exhibit guides, shipping information, insurance documentations, and condition reports. Includes conservation contracts for loaned artworks when applicable.	Retain for 10 Years after Close of Exhibit <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/19/08/05/ A&S: Burke Museum: Registrar

Academic Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 11 61392 Rev. 0	Donor Cards Various types of information on donors of collections in the museum's permanent collection. May include: contact information, description of gift, and list of tasks associated with the gift. This information is used as a cross reference to the Accession/Deaccession Records.	Retain for 10 Years after Collection Deaccessioned <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

/19/45/02/ A&S: Psychology: Fast Track

Academic Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07 12 61670 Rev. 0	Suspected Child Abuse Reports This series provides a record of reports submitted to Child Protective Services regarding suspected child abuse identified during the course of the research study.	Retain for 6 Years after Date of Interview <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/19/45/06/ A&S: Psychology: Clinic Coordinator: Psychological Services and Training Center

Academic Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 03 61950 Rev. 0	<i>Client Case Files - 10 And Younger</i> Provides comprehensive record of client agreements, testing, assessment and/or therapy. May include: Consent Forms, Personal Data Questionnaire, Intake Summary, Consent Form for Mutual Exchange of Information, Administrative Closure, Supervisor Contract, Client Fee Worksheet, Assessment Report, Case Progress Notes, Quarterly Client Checklists, Closing Summary, Tests and Batteries, Case Checklist, Post Follow-up Questionnaire, etc.	Retain for 19 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
09 03 61949 Rev. 0	<i>Client Case Files - 11 And Older</i> Provides comprehensive record of client agreements, testing, assessment and/or therapy. May include: Consent Forms, Personal Data Questionnaire, Intake Summary, Consent Form for Mutual Exchange of Information, Administrative Closure, Supervisor Contract, Client Fee Worksheet, Assessment Report, Case Progress Notes, Quarterly Client Checklists, Closing Summary, Tests and Batteries, Case Checklist, Post Follow-up Questionnaire, etc.	Retain for 11 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
89 10 45101 Rev. 0	<i>Client Case Files - pre 2009</i> Provides comprehensive record of client agreements, testing, assessment and/or therapy. May include: Client Statement of Understanding, Evaluation of Effectiveness of Services (consent form), Personal Data Questionnaire, Intake Summary, Consent Form for Mutual Exchange of Information, Administrative Closure, Supervisor Contract, Client Fee Worksheet, Assessment Report, Case Progress Notes, Quarterly Client Checklists, Closing Summary, Tests and Batteries, Case Checklist, Post Follow-up Questionnaire, etc.	Retain for 16 Years after Last Contact <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
22 10 69644 Rev. 0	<i>Electronic Client Case Files 13 Years and Younger</i> These records include client case files in which the client was aged 13 years or younger at the time of last contact. Provides comprehensive record of client agreements, testing, assessment and/or therapy. May include: Consent Forms, Personal Data Questionnaire, Intake Summary, Consent Form for Mutual Exchange of Information, Administrative Closure, Supervisor Contract, Client Fee Worksheet, Assessment Report, Case Progress Notes, Quarterly Client Checklists, Closing Summary, Tests and Batteries, Case Checklist, Post Follow-up Questionnaire, etc. (Retention required as per WAC 246-924-354)	Retain for 0 Years after Client Reaches Age 22 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/19/58/01/ A&S: Speech and Hearing Sciences: Speech and Hearing Clinic (Speech Pathology and Audiology)

Academic Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91 08 48042 Rev. 1	Client Case Files - Adults Provides comprehensive record of client contact, testing, evaluations and/or therapy. May include: correspondence, test and examination results, assessments, progress reports, notes, consent form, etc. Includes screening files, no show/hold files and bypass/waiting for therapy files.	Retain for 8 Years after Last Activity <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
91 08 48041 Rev. 1	Client Case Files - Minors Provides comprehensive record of client contact, testing, evaluations and/or therapy. May include: correspondence, test and examination results, assessments, progress reports, notes, consent form, etc. Includes screening files, no show/hold files and bypass/waiting for therapy files.	Retain for 26 Years after Date of Birth <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/21/ College of Education

/21/05/ Education: Teacher Education Program

Academic Office

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86 10 37876 Rev. 0	<i>Certificate Program Candidate - Inactive</i> Provides a record of candidates formerly enrolled in a teacher certificate program who have not completed the requirements and received a Residency Initial or Professional certificate.	Retain for 10 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
86 10 37882 Rev. 0	<i>Educational Staff Associate - Residency Initial and Professional Certificate</i> Provides a record of candidates who have complete credential and received a residency initial or professional certificate for Social Worker, Psychologist/School Counselor, etc. Includes certificate application (which includes criminal background information), fee payment information, copy of previous certificates, correspondence, etc. These files are used by the Office of Superintendent of Public Instruction: Office of Professional Practice for investigations.	Retain for 45 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
86 10 37877 Rev. 1	<i>Granted Certificates</i> Provides record of candidates who have completed the requirements for a masters in teaching and have received a Residency Initial Certificate. May include advisors report, correspondence, field practicum, evaluations, certification application (which includes criminal background information), student teaching evaluation working files, etc. These files are used by the Office of Superintendent of Public Instruction: Office of Professional Practice for investigations.	Retain for 45 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/22/ College of Engineering

/22/15/01/ Eng: Aeronautics and Astronautics: F.K. Kirsten Wind Tunnel (Aeronautical Laboratory)

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97 07 57837 Rev. 0	Academic Projects - Wind Tunnel Test Raw Data, Data Reduction Notebook, and Final Report This series contains the records relating to various phases of a wind tunnel test for an Academic project. Raw and Reduced data are created during the testing of the model; the Data Reduction Notebook includes the calculations used to extrapolate the final report from the raw data gathered during the various tests. The Final report contains a summary of the information found in the Data Reduction Notebook. Also included is the Test letter from the client.	Retain for 6 Years after Completion of Project <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
19 10 69409 Rev. 0	Commercial Projects - Wind Tunnel Test Data and Photograph - ITAR Regulated Provides a record of force, moment, wind speed, and other assorted sensor data, along with photographs from many viewpoints, routinely collected for most wind tunnel tests. These data are typically collated, annotated, processed, and time synchronized as needed by Kirsten Wind Tunnel staff prior to delivery to the customer. There are occasions, however, when the customer desires to take the data directly from the experiment, and requests that all data, including photographs, be completely erased from the KWT network for extra security purposes. These customers are typically government contractors testing an aeronautical system subject to ITAR (International Trade and Arms Regulated) restrictions, which mandate zero exposure of test articles, data, fabrication techniques, and technology know-how to non-US citizens.	Retain until Completion of Project <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
97 07 57843 Rev. 0	Commercial Projects - Wind Tunnel Test Raw Data, Data Reduction Notebook, and Final Report This series contains the records relating to various phases of a wind tunnel test for a Commercial project which contains proprietary information. Raw and Reduced data are created during the testing of the model; the Data Reduction Notebook includes the calculations used to extrapolate the final report from the raw data gathered during the various tests. The Final report contains a summary of the information found in the Data Reduction Notebook. Also included is the Test letter from the client. The Work Agreement between the Wind Tunnel and the client is found in the Accounting office. Retention is per RCW 42.56.270.	Retain for 5 Years after Completion of Project <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/22/15/01/ Eng: Aeronautics and Astronautics: F.K. Kirsten Wind Tunnel (Aeronautical Laboratory)

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97 07 57839 Rev. 0	Equipment and Occupancy Log Books The Equipment Log book provides a chronological daily record of events at the wind tunnel testing facility. May include: power usage readings, hours of occupancy, required repairs, etc. The Occupancy Log books records which customers visited the facility, what was tested, who performed the tests, what tests were performed, etc.	Retain for 6 Years after Life of Equipment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
05 09 60963 Rev. 0	Operational Security Checklist Documents which staff performed the nightly shutdown procedures of the wind tunnel equipment and building security.	Retain for 1 Month after End of Month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/27/ School of Medicine

/27/01/11/ Med: Continuing Medical Education

Academic

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92 05 50410 Rev. 0	Course Files Provides record of policy/non-routine correspondence relating to content, instructors, promotion and advertisement of courses, lectures, symposia or other events accredited by the CME Office. Includes syllabi, brochures and other publications, evaluation summaries, and all enduring materials (multimedia materials) created for CME courses.	Retain for 1 Year after Superseded by New Accreditation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/27/05/01/ Med: Biological Structure: Willed Body Program

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01 02 60043 Rev. 1	Product of Conceptus Files/Log Documents the cremation of products of conceptus. Include copy of release, date of cremation, urnment, burial, etc. Retention requirements based on WAC 308-47-065 since UW acts as place of cremation.	Retain Permanently after Burial/Return of Ashes.	NON-ARCHIVAL NON-ESSENTIAL OPR
01 02 60041 Rev. 1	WBP - Donor Files Files trace contact with donors and/or donor family when individual wills their remains to the UW. Files contain legal documentation and contract between the donor (or donor family) and UW. Files include donor form, information sheet on remains, correspondence, telephone notes, disposition form (where buried or where ashes sent), embalmers records, body storage information, shipping information, cremation information, etc. Retention requirements are based on WAC 308-47-065 since UW acts as place of cremation.	Retain Permanently after Burial/Return of Ashes.	NON-ARCHIVAL ESSENTIAL OPR



/27/05/01/ Med: Biological Structure: Willed Body Program

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01 02 60042 Rev. 1	WBP Donor Files - No Contact/Withdrawal/Declined Donor forms for individuals registered with program for which no contact can be made (moved) or person has decided to withdraw from program, or donor was declined by the program. Includes donor form, notes regarding contact, correspondence, etc.	Retain for 50 Years after Withdraw or Last Contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/27/06/ Med: Comparative Med: Administration/Vet. Services

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 MM 52788 Rev. 0	Animal Health Record Provides record of base data regarding the health of a research animal, physical exam results, lab evaluations, etc. Includes animal identification number, USDA number, lab work requests & reports, Dead or Sick Animal Report/Treatment Orders, Post-Surgical Care Reports, X-Rays, etc.	Retain for 6 Years after Animal Death or Disposition <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/27/06/01/ Med: Comparative Med: Diagnostic Lab

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92 12 51549 Rev. 0	Diagnostic Animal Specimens Provides record of animal tissue samples, serum, etc., filed according to lab request number. Also used for teaching purposes after being utilized in diagnosis.	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
15 03 68743 Rev. 0	VADDs Database (Vetstar Animal Disease Diagnostic System) Provides a record of requests from other units or departments for services of the Comparative Medicine Diagnostic Lab. Notes results of lab services and produces reports to requester. Also includes data regarding sentinel rodents gathered per the Quality Assurance Schedule.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/27/06/02/ Med: Comparative Med: Animal Facilities

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 8 52787 Rev. 0	Animal Care Logs Provides record of daily and weekly care of research animals. May include feeding times, health issues, etc.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/27/06/02/ Med: Comparative Med: Animal Facilities

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07 12 61668 Rev. 0	Monitoring System Records This series provides a record of measurements of air, humidity, light, etc. in the animal rooms. May be in electronic or hard copy form.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
07 12 61667 Rev. 0	Sterilization and Maintenance Logs This series provides a record of the maintenance of equipment used for sterilization in the Animal Facilities	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/27/06/03/ Med: Comparative Med: Transgenic Resource Program/Colony Management

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07 12 61673 Rev. 0	Cryopreservation Log This series provides a record of the location of frozen embryos. Includes date, principal investigator, strain, location, comments, etc. Includes billing information.	Retain for 6 Years after Administrative Purpose Served <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/27/06/03/ Med: Comparative Med: Transgenic Resource Program/Colony Management

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07 12 61674 Rev. 0	Experimental Procedures or Protocols This series provides a record of new procedures or protocols developed for embryo manipulation.	Retain for 6 Years after Superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07 12 61672 Rev. 0	Injection Summary This series provides a record of embryo manipulation. Includes the name of Principal Investigator, construct injected, individual injection number, embryos implanted, budget number, etc. Includes billing information.	Retain for 6 Years after Administrative Purpose Served <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
07 12 61676 Rev. 0	Request for Services This series provides a record of requests for services. May include Request for Generation of Transgenic and Knockout Mice and Request for Embryo Cryopreservation.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
07 12 61675 Rev. 0	Tail Sheets This series provides a record of the genetic history of a mouse. Includes strain, dame, sire, number of pups born, generation, birth date, line, tag number, phenotype, sex, genotype, principal investigator's name, and date tails taken, etc.	Retain for 1 Year after Administrative Purpose Served <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



/27/10/ Med: Biomedical Informatics and Medical Education

Academic

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82 9 20210 Rev. 0	Examination Score Summaries Summarizes the examination scores from all tests administered or proctored by Medical Education. Each examination score can be found in the individual's student folder.	Retain for 1 Year after Test Scored <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99 06 59153 Rev. 0	Teaching Scholars Program Certificate Files Files of individuals participating in the Teaching Scholars Program. Files include program information, applications, correspondence, letters, research papers, etc. This program is for a certificate only, it does not earn the individual any type of academic credits or degree.	Retain for 5 Years after Completion of Program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/27/11/04/ Med: Rehab Med: Residency Program

Academic

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96 02 56477 Rev. 0	Medical Resident Evaluation of Residency/Fellowship Training Program/Faculty-Summary Annual summary of medical resident/fellow evaluation of clinical training and instructor. Compiled per teaching site and per faculty member. May be used in connection with faculty promotion issues.	Retain for 5 Years after Summary Complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
96 02 56476 Rev. 0	Medical Resident/Fellow Evaluation of Residency Training Program/Faculty Provides a record of medical resident/fellow evaluation of clinical training and opportunities for patient contact as well as evaluation of instructor effectiveness and skill. May be used in connection with faculty promotion issues.	Retain for 1 Year after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/27/11/07/ Med: Rehab Med: UW Employment Program (UWEP)

Academic

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98 07 58553 Rev. 0	Program Client Files Provides a detailed record of employment specialist contact with each DD/DVR/Private Pay client accepted into the program including notes, evaluations, progress/outcome reports, and action plans. Also includes an accounting of all aspects of employment specialist work time. Required per King County Developmental Disabilities Division Contract (KCDDD), Division of Vocational Rehabilitation contract (DVR) and criteria established by the Center on Accreditation of Rehabilitation Facilities (CARF).	Retain for 6 Years after Termination of Program Participation <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/27/13/01/ Med: Allergy and Infectious Diseases: Allergy

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
04 11 60826 Rev. 0	Student Evaluation Source Documents Documents used to compile an evaluation of Fourth Year Medical Student performance while working at the Allergy Clinic. Final evaluation created from these source documents is maintained in the student folder.	Retain for 3 Months after End of Quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/27/19/01/ Med: Northwest Lipid Research Laboratories

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 11 53277 Rev. 0	Orders Provides a record of requests submitted by labs seeking certification in lipid testing. Includes samples, lab ID number, lab name, ID number assigned to each sample. (Certification is effective for a period of two years.)	Retain for 2 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93 11 53258 Rev. 1	Protocol Development Provides a record of the development of procedures and standards by which assays are run. Includes, protocols, correspondence, memoranda, notes, data, analyses.	Retain for 15 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
08 12 61975 Rev. 0	Specimen Management Work Orders and Documentation This series provides a record, in chronological order, of work orders related to specimen management, including return to investigator shipments, sample destruction requests, sample pull requests, sample storage requests, etc.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 11 53259 Rev. 1	Standardization Provides a record of the efforts to standardize lipoprotein test results on an international level. Assays are monitored by CDC who signs off on analysis results. Includes correspondence, data, results, analyses, reports.	Retain for 5 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/28/ School of Dentistry

/28/01/02/ Dentistry: Office of Student Services and Admissions

Student Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 12 47101 Rev. 0	<i>Class Ranking List -- Year End</i> Compilation of quarterly class ranking lists to identify the class by GPA at the end of the academic year. This report lists the GPA to the exact point and is used to identify awards for class members.	Retain for 6 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
06 10 61350 Rev. 0	<i>Degree Verification</i> This series provides a record of requests from former students or credential services requesting verification of a student's graduation from the University of Washington School of Dentistry. Includes a copy of what is sent to the requestor.	Retain for 2 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
90 12 46958 Rev. 0	<i>Regional and National Board Results</i> Provides record of pass/fail rate for dental students taking the State and National Dental Board Exam. Includes lists of students who pass, those who fail, and summary reports.	Retain for 10 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/28/05/02/ Dentistry: Office of Clinic Services: Clinic Operations

Support Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07 04 61451 Rev. 0	Log of Spore Tests This series provides a record of spore tests performed on the sterilization equipment. Contains dates, person(s) conducting the tests. Retention period as per WAC 246-812-520.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/28/16/01/ Oral Medicine: Dental Education in Care of Persons with Disabilities

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 12 46962 Rev. 0	Evaluations -- Post Graduates Provides record of evaluations and pre/post test results of Dentists and Hygienists who have taken advanced training courses from DECOD.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/28/17/02/ Dentistry: Oral & Maxillofacial Surgery: Oral Pathology

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 12 46988 Rev. 0	<i>Biopsy Reports (Pathology)</i> Provides a medical record of examination made of patient tissue. Also used for research purposes.	Retain for 30 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/28/18/ Dentistry: Orthodontics: Faculty and Graduate Clinic

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91 1 47315 Rev. 0	<i>Status/Examination Cards for Accepted Patients</i> Provides screening information used to determine whether a patient will be accepted for treatment, based on financial ability of patient to pay and teaching value to the School. Provides record of untreated condition.	Retain for 5 Years after Original Screening <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/28/19/ Dentistry: Pediatric Dentistry: Administration

Administration

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 12 47016 Rev. 0	Student Progress Records Provides record of professional pre-doctoral (undergrad) student clinical work in treating patients. For each student includes the number of hours worked in the clinic, grades and faculty comments.	Retain for 2 Years after Degree Granted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

/28/19/01/ Dentistry: Pediatric Dentistry: The Center for Pediatric Dentistry

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 12 47019 Rev. 0	Diagnostic Plaster Study Models Provides plaster record of patient condition in untreated state and after treatment.	Retain for 8 Years after Last Patient Contact or Age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/29/ School of Nursing

/29/03/08/ Nursing: Barnard Center for Infant Mental Health & Development

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 12 62906 Rev. 0	Client Case Files (Newborns - 5 yrs old) This series provides comprehensive record of client agreements, testing, assessment and/or therapy. May include: Client Statement of Understanding, Evaluation of Effectiveness of Services (consent form), Personal Data Questionnaire, Intake Summary, Consent Form for Mutual Exchange of Information, Administrative Closure, Supervisor Contract and Notes, Consent for Clinical Research, Client Contact Sheet, Assessment Report and related instruments, Case Student Training Progress Notes, Quarterly Client Checklists, Closing Summary, Tests and Batteries, Post Follow-up Questionnaire, process notes, audio/visual recordings, etc. Retention as per WAC 246-924-354 (2).	Retain for 22 Years after Last Contact with Client <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/34/ Warren G. Magnuson Health Sciences Center

/34/04/ Office of Animal Welfare

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 8 52749 Rev. 1	Project Review Requests Provides record of requests by researchers to use animals in their research. Approved protocols are valid for no more than 3 years. Includes project description, procedures that will be performed on animals, signed certification by the Principal Investigator, changes (amendments), dates of approvals, and monitoring reports. Maintained within HoverBoard. (Required by 9 CFR 2.35)	Retain for 6 Years after Approval Expires or is Superseded by New Approval <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/34/05/ EH&S: Planning and Administration

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94 04 53715 Rev. 0	Staff on Call Log Provides a record of EH&S Staff-On-Call (SOC) response to emergency calls that develop during evenings, weekends, and holidays. The SOC logs are used to create reports to identify trends, future policy changes or projects and other reporting needs.	Retain for 5 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/34/05/01/ EH&S: Radiation Safety

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10 12 62359 Rev. 0	Air Emissions Documentation Records and documents related to, and which may help establish compliance with, the requirements of WAC 246-247 regarding radioactive air emissions. May include reports of air sampling, surveys, annual reports, etc. Required as per WAC 246-247-080(8)	Retain for 5 Years after DOH License Inspection <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
10 09 62328 Rev. 1	Application for Unescorted Access to a Security Zone This series provides a record of individual employees working in labs and departments at the UW who have unescorted access to radioactive materials in large quantities. This record series tracks an individual employee's access to these materials. The cut-off is triggered when the individual employee is no longer using these materials. May include copies of fingerprints, background check results, 10 year investigation results, etc. Retention requirement found in WAC 246-237-023(8)(c)	Retain for 3 Years after Termination of Access <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
90 5 46230 Rev. 0	Authorization to Use Radioactive Material Files Provides authorization for radioactive materials, possession of sealed sources, clinical practice of nuclear medicine, and use with human subjects. Required by WAC 246-221-005 and 246-235-075(6). Considered provision of radiation safety program - WAC 246-221-230 (8) (c).	Retain until Termination of UW Radioactive Materials License <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
90 5 46242 Rev. 0	Bioassay Tests Provides a record of internal dose assessment of thyroid for employees working with radioiodine to determine if individual had an intake of radioiodine. WAC 246-221-230 (7)(f).	Retain until Termination of UW Radioactive Materials License <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/34/05/01/ EH&S: Radiation Safety

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22 06 69656 Rev. 0	Building Decommissioning Records associated with releasing a building from radioactive material use (decommissioning). Examples include Final Status Surveys and other documentation submitted to Washington Department of Health, office of Radiation Protection (DOH) for the building release. Also includes correspondence received from DOH releasing the building for unrestricted use. These records provide a historical account of radioactive material use at the University and are considered a provision of the radiation safety program as per WAC 246-221-230(8)(c).	Retain until Termination of UW Radioactive Materials License <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
22 06 69657 Rev. 0	Decay-in-storage Disposal Records Records of radioactive waste that was stored on-site for decay. Records retention requirement found in WAC 246-221-230(9)(f).	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
22 06 69658 Rev. 0	Decommissioning Funding Plan Plan required by WAC 246-235-075 that estimates the cost of terminating the university's radioactive material license. The plan is required to be updated every 3 years. The plans provide a historical account of radioactive material use at the University and are considered a provision of the radiation safety program as per WAC 246-221-230(8)(c).	Retain until Termination of UW Radioactive Materials License <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
90 5 46240 Rev. 1	Dosimetry Data/Records Dosimetry data provided by the UW dosimetry vendor and uploaded to a database. The data is used to track radiation exposure and provided reports to individuals. This data supplements the information contained in the Radiation Worker Personnel Files, which contains the legal records of personnel exposure.	Retain for 5 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/34/05/01/ EH&S: Radiation Safety

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 5 46248 Rev. 0	Incidents and Accidents Documents reports and correspondence related to incidents and accidents involving radiation.	Retain until Termination of UW Radioactive Materials License <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
90 5 46236 Rev. 1	Instrument Calibration Records Provides a record of instrument calibration. Current process is to store records in database. Retention required by WAC 246-221-230 (9)(d) and 246-240-566.	Retain for 3 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
17 03 69035 Rev. 0	Liquid Scintillation Counter QA Program Records of the Quality Assurance program to assure the reliability and accuracy of Liquid Scintillation Counters used by Radiation Safety for analyzing wipe samples. Retention required by terms of UW Radioactive Material License Condition 43.	Retain for 5 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
90 5 46254 Rev. 0	Nuclear Reactor Dismantlement Documents operation and dismantlement of UW's nuclear reactor. May include correspondence, minutes of UW Nuclear Reactor Committee, etc.	Retain for 10 Years after Dismantlement Completed <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
90 5 46253 Rev. 1	Patient Release Records Provides record of patients containing radioactive material who were released under WAC 246-240- 122. Includes the basis for authorizing the release and any instructions provided to the patient prior to release. May also include contamination survey of patient and/or patient's room. Retention requirement provided in WAC 246-240-578.	Retain for 3 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



/34/05/01/ EH&S: Radiation Safety

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 5 46252 Rev. 0	Radiation Machine Documentation Provides documentation about radiation machines at facilities under the jurisdiction of the UW. May include registration, application, inspection records, and shielding and calculation correspondence.	Retain for 30 Years after Machine Inactive or Disposed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
90 5 46245 Rev. 1	Radiation Worker Personnel Files Documents personnel radioactive work history at the UW. May include personal data, current/expected use of radiation, previous radiation work and experience, correspondence, high/over exposure letters, worker history, applications for dosimeters, annual dosimetry reports, and bioassay test results which resulted in a burden to the worker's thyroid, etc. (Employee exposure records are required for 30 years following termination of the radioactive material license or x-ray registration as per WAC 246-221-230(7)(a) through (g).	Retain for 30 Years after Termination of UW Radioactive Materials License or X-Ray Registration <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
90 5 46260 Rev. 1	Radioactive Material Inventory Tracking Database which tracks all radioactive orders, storage and decay and the eventual disposal of the radioactive material. Required by WAC 246-221-230(8)(a) Also includes Dump Files that were created when database inventory records were purged annually, and waste manifests for disposal of radioactive waste.	Retain until Termination of UW Radioactive Materials License <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
90 5 46251 Rev. 0	Radioactive Material Licenses Provides a record of radiation license, application, and correspondence. May include Radioactive Materials License (WN-C00101), Radiation Oncology License, Food Irradiation License, Special Nuclear Material License (WN-C001-2-SNM), etc. Considered provision of radiation safety program as per WAC 246-221-230(8)(c).	Retain until Termination of UW Radioactive Materials License <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/34/05/01/ EH&S: Radiation Safety

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 5 46255 Rev. 0	Sealed Source Leak Tests Provides a record of sealed source leak tests and inventory as required by RML license condition 24, WAC 246-221-080 and WAC 246-240-113. Records retention requirement found in WAC 246-240-572.	Retain for 3 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
22 06 69662 Rev. 0	Termination Survey Records Documents Radiation Safety surveys to terminate a space that was previously used for radioactive material work. Retention required to adequately evaluate a building for actions that must be completed to release the building from radiological control and remove it from the University's Radioactive Material License.	Retain until Building removed from UW Radioactive Materials License <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/34/05/02/ EH&S: Building and Fire Safety Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99 09 59270 Rev. 1	Capital Safety Files This series provides a record of recommendations for the distribution of funds for building safety projects during a biennium. May include capital plans, studies, project summaries, priority lists, funding requests, budget reports, estimates, and related documents associate with minor renewal funding allocation specific to safety.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/34/05/02/ EH&S: Building and Fire Safety Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 01 45406 Rev. 1	Hazard Assessment EH&S assessments performed in response to an accident, incident, report of concern, or staff observation that is specific to a particular topic and location. Some assessments (e.g., eyewash and safety showers) may be filed in other directories including the T:IHShared directory.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
99 09 59272 Rev. 1	Incident Investigations Record of investigation of fires, hazardous material spills and other incidents in UW buildings. Includes photos, inspection reports, interviews, details regarding alarm systems, etc. Records may also be located in the T:/1Incidents directory.	Retain for 6 Years after Completion of Investigation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
12 06 68268 Rev. 0	Lab Closeout Documentation This series provides a record of correspondence, between the EH&S Survey Team and the Principal Investigator of a lab, regarding failure to correct problems that were found during an inspection. Includes the initial letter and report, second notice, and close out letter.	Retain for 6 Years after Lab Closed <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/34/05/03/ EH&S: Environmental Programs Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00 MM 59594 Rev. 0	Chemical Inventory This series provides a record of the locations of toxic chemicals as required by WAC 296-802-20010. May include records from the retired Lab Safety System, which MyChem replaced.	Retain for 70 Years after End of Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/34/05/03/ EH&S: Environmental Programs Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11 08 62661 Rev. 0	Chemical Security Assessment This series includes records for the Homeland Security Act requirement for a Top Screen Report and Site Vulnerability Assessment. May include training, drills and exercises, incidents, breaches of security, maintenance, calibration and equipment testing records, etc. Required as per 6 CFR 27.255.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
89 11 45196 Rev. 0	Chemical Waste Collection Request Forms Forms used by University labs and departments to request routine pick-up and disposal of hazardous waste. Includes information on waste composition, quantity and number, types of containers, date collected, and department collected from. May also include the Request New Chemical Waste Routine Form, One-Time Request Forms, and Waste Evaluation Request. (See Hazardous Waste Disposal Records that document actual disposal of waste.)	Retain for 1 Year after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
89 11 45198 Rev. 0	Contaminated Site Files Provides a record of the clean-up of contaminated sites which the University owned or owns. May include correspondence, reports, surveys, contract records, etc.	Retain for 10 Years after Completion of Clean-up or Sale of Land <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
93 03 52031 Rev. 0	Contingency Plans This series provides a record of the contingency plans for the management of hazardous waste for Large Quantity Generator sites as required by the Department of Ecology.	Retain for 6 Years after Superseded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



/34/05/03/ EH&S: Environmental Programs Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 03 52146 Rev. 0	<i>Dangerous Waste Annual Reports</i> This series contains Dangerous Waste Annual Reports as reported to the Washington State Department of Ecology. Also used for long term studies.	Retain for 6 Years after Final Report Completed/Submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 03 52148 Rev. 0	<i>Dangerous Waste Regulatory Inspections</i> This series includes facility inspections and reports from Department of Ecology visits regarding dangerous waste rules.	Retain for 10 Years after Date of Inspection Report <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
11 08 62664 Rev. 0	<i>Department of Transportation Files</i> This series provides a record of documentation relating to the transportation of hazardous materials. May include shipping advice questions and regulatory inspections reports.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
93 03 52135 Rev. 0	<i>Generator Site Files</i> This series provides a record of Notification of Dangerous Waste Activities to the Washington State Department of Ecology for every UW site that generates hazardous waste.	Retain for 6 Years after Superseded or Generator no longer produces waste <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 03 52136 Rev. 0	<i>Hazardous Waste Determinations</i> This series provides documentation of the determining to consider whether waste is hazardous. Includes "Chemical Master List" and one-time wastes, such as those from remediation projects.	Retain for 6 Years after End of Waste Production <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



/34/05/03/ EH&S: Environmental Programs Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 11 45208 Rev. 0	Hazardous Waste Disposal Records This series includes facility signed manifests, land disposal restrictions, and certificates of disposal for hazardous waste.	Retain for 30 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
93 03 52143 Rev. 0	Hazardous Waste Training Record of training provided to technologists and staff regarding procedures when dealing with hazardous waste. Training includes regulations and policies for handling, storing and entering/cleaning areas with hazardous waste spills. Retention required as per WAC 173-303-330.	Retain for 3 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11 12 62908 Rev. 0	Industrial Waste Discharge Files This series provides a record of authority received from the appropriate state or local agency approving discharges into Public Owned Treatment Work systems. May include monitoring data, monthly reports, and permit correspondence.	Retain for 6 Years after Permit Renewed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93 03 52138 Rev. 0	Internal Spills Documentation Documents the spills of hazardous waste at central accumulation facilities for large quantity generators. Includes details of incident, response, correspondence, type of waste spilled, persons affected, final results/reports, etc. Information is contained within a database, and also includes information entered from the Spill Advice Forms.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11 08 62658 Rev. 0	Participating Responsible Party for Waste Disposal Sites This series provides a record of sites where the University either paid for clean-up, retrieved its hazardous materials, or pays ongoing di minimus use remediation costs.	Retain for 30 Years after Completion of Clean-Up or Removal <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



/34/05/03/ EH&S: Environmental Programs Office

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99 09 59273 Rev. 0	PCB Program Files This series includes records of the UW PCB program. May include inspection reports, annual reports, etc. for PCB-contaminated oil filled transformers and other PCB containing materials.	Retain for 30 Years after Transformer Removed or Cleanup Achieved <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
11 08 62662 Rev. 0	Pollution Prevention Reports This series provides a record of annual reports detailing the amounts of hazardous wastes reused, recycled, and treated at the UW.	Retain for 6 Years after Final Report Completed/Submitted <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
93 03 52144 Rev. 0	Vehicle Inspections Provides a record of daily inspections of UW vehicles used to transport hazardous waste. Includes inspection reports, problems found, corrective action to be taken and any maintenance work completed. Retention as per 49 CFR 396.11. See also Department of Transportation Files.	Retain for 3 Months after Date of Inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/34/05/04/ EH&S: Occupational Safety & Health

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 03 46028 Rev. 1	Accident/Incident Reports Provides documentation of any accidents or incidents incurred by UW employees, visitors and staff captured in OARS (database). Includes any attachments if needed for documentation; some medical information and statistical summaries are included as part of this series. Used in root cause analysis of incident as part of risk assessment to identify deficiencies. Includes final RCA report and corrective action tracking tool.	Retain for 10 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
18 10 69315 Rev. 0	Hearing Conservation Program Documents University efforts to minimize the risk of noise-induced hearing loss to employees, researchers, students and visitors from work related activities. Includes noise surveys, exposure monitoring, calibration, reports, investigations, etc.	Retain for 30 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99 06 59167 Rev. 1	Indoor Air Quality Investigations Files track OSH industrial actions and ambient air quality exposure occurring within University buildings. May include a duplicate copy of any or all of the following: sample results, monitoring results, correspondence, historical data, etc. Originals are either in General/Industrial Hygiene Sampling or OSH Occupational Exposure Monitoring.	Retain for 6 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
99 MM 59170 Rev. 1	OSH Activity Log Project Tracker Database tracks and monitors issues sent to OSH. Includes information on contact info (requestor and location), possible monitoring schedule and results, investigation, follow-up, possible corrective action taken and resolution. Entry is from OSH Office Activity Form or will be received from a "report of concern: form on the section website. Database is used to identify patterns for future projects and planning.	Retain for 10 Years after Corrective Action Taken <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/34/05/04/ EH&S: Occupational Safety & Health

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 01 45407 Rev. 1	OSH Occupational Exposure Monitoring Provides a record of air sampling and evaluation for the presence of air contaminants to identify if employee(s) has been exposed to toxic substances. Field testing and sampling documents the issues and concerns regarding air contaminants which include, but are not limited to: asbestos, formaldehyde, lead, nitrous oxide, silica, ethylene oxide, methylene chlorine and others having an established PEL. Files may include reports, correspondence, lab analysis report, and request for sampling and corrective action taken or suggested.	Retain for 30 Years after End of Calendar Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
94 04 53270 Rev. 1	OSH Program Files Arranged by specific program, provides an administrative record of the written safety programs of the OSH office (ergonomics, indoor air quality, confined space, LOTO, electrical safety, cranes/hoists, scaffolding, fall protection, accident prevention, etc. Includes WISHA compliance plans for individual programs, policies and procedures, permits, audits, risk assessments, inspection forms, blank templates, etc.	Retain for 6 Years after Superseded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
90 01 45414 Rev. 1	Regulated Building Materials Management Documents UW policies and activities regarding the handling of asbestos, lead, PCBs, Silica, etc. Includes: bulk sampling; air sampling and exposure monitoring results/reports; Restricted Access Location Log; notification/correspondence with regulatory agencies; project management; copies of AHERA (Asbestos Hazard Emergency Response Act) management plans.	Retain for 30 Years after Superseded <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/34/05/05/ EH&S: Research and Occ Safety: IBC Program

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 11 45191 Rev. 1	Principal Investigator (PI) Files IBC approval for each PI to work with biohazardous materials. File can include: Biological Use Authorization (BUA) Letter with specific agents , biosafety levels, and room locations listed, Peer Review Checklist of BUA Letter, BUA application , Abstract, Lab Inspection Sheets/Checklists, Lab Schematics, Bloodborne Pathogen Exposure Control Plan, Additional SOPs provided by lab as appropriate: research information, MSDS sheets, biological agent used, etc. Note: as of February 2020 all records originate and are managed electronically. Lab Inspection Sheets/Checklists are entered into a database and maintained as electronic reports.	Retain for 30 Years after Creation of Exposure Record <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/34/05/07/ EH&S: Research and Occ Safety: Diving Safety Program

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 09 68322 Rev. 0	Diving Incident Reports Report on diving accident in compliance with America Academy of Underwater Science (AAUS). Includes summary of diver experience, location of dive, description of symptoms, description and results of treatment, disposition of case, recommendations to avoid repetition of incident, etc.	Retain for 5 Years after Date of Report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
94 04 53716 Rev. 1	Diving Information Files Provides information on divers, active and inactive, diving under the auspices of the UW. Includes registration, consent, written diving exams, first aid certification, diving certifications (recreational and scientific diver certifications), reports of disciplinary actions by the DCB, equipment testing, diver database, diving reports, diving variances, diving work plans and reviews, diving medical exam overview for the examining physician, etc. as required by the American Academy of Underwater Science (AAUS).	Retain for 5 Years after Completion of Final Dive at UW <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/34/05/09/ EH&S: ROS: Research Occupational Health

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 09 68320 Rev. 1	Bloodborne Pathogens Control Plan A site specific exposure bloodborne pathogens control plan (WAC 296-823-11010) identifying risks of blood borne pathogens. Includes job titles, names with potential for exposures, hazards and exposure controls in the lab.	Retain for 30 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
12 09 68324 Rev. 0	Occupational Health Recommendations (OHRs) Occupational health recommendation letters consist of safety measures for the use of hazardous chemicals, drugs or agents. The OHR letters are created in response to the animal protocols and changes that occur within the study.	Retain for 3 Years after Creation of Exposure Record <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM

/34/05/10/ EH&S: Occ Safety and Health: Respiratory Program

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 04 69361 Rev. 0	Respirator Requests Individual respirator requests, which define a respirator user group under a responsible supervisor within a rolling year. Each year's respirator request is given a unique respirator request number. The respirator request includes the following elements: <ul style="list-style-type: none">- Hazard identification and assessment- Designation of individual respirator users- Respirator type assignment- Respirator authorizations for individual users when completed. Authorization records include date of medical clearance, date of training, date of fit test, and make/model/size of respirator(s) authorized for use for that individual.	Retain for 30 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



/34/05/11/ EH&S: Campus Preventive Health: AUMS Program

Environmental Health and Safety

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12 09 68319 Rev. 0	AUMS Form (Animal Use Medical Screening) A medical screening program used to identify possible health risks for employees working with or around animals in accordance with WAC 296-802, Employee Medical and Exposure Records.	Retain for 30 Years after Termination of Employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

/34/06/01/ Health Sciences Administration: HS AS&F: UW Poster and Photo

Program Support

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 12 69415 Rev. 1	Client Photographs Photographs of clients which are provided directly to the client once created. (See Financial Records for billing and payment information.)	Retain until Photograph Released <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/34/06/03/ Health Sciences Administration: HS AS&F: Scientific Instruments Division

Program Support

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18 08 69287 Rev. 0	<i>Bone Marrow Transplant Equipment Records</i> This series provides a record of all the documentation required to be kept on Bone Marrow Transplant Equipment. Includes - documentation on product cost to manufacture, breakdown of labor, parts, reviews of pricing, job number, cover sheet; customer orders, which include invoice number, batch # of product, where shipped, and additional information on the customer; distribution records that track by batch number the date product was produced, to whom it was sold, # of items in batch, initials QA inspection of product, job #, date, current balance. Required to be kept as per 21 CFR 820.180(b) and 21 CFR 821.60. Design documents to be transferred to the University Archives.	Retain for 20 Years after Discontinuation of Production <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
18 08 69289 Rev. 0	<i>Custom Medical Devices</i> Design documents for custom medical devices used for research or patient care. Required to be kept as per 21 CFR 820.180(b)	Retain for 10 Years after Useful Life of Equipment <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
18 08 69290 Rev. 0	<i>Non-Medical Project Files</i> Design documents for prototypes of equipment or devices for use in scientific research. Not used in patient care or human subjects research.	Retain for 6 Years after Completion of Project <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



/34/06/06/ Health Sciences Administration: HS AS&F: Clinical Skills and Assessment

Assessment

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09 07 62075 Rev. 0	Objective Structured Clinical Exam (OSCE) Staff/Standardized Patient (SP) Schedule This series provides a record of staff and standardized patients who will be participating in the testing process.	Retain for 2 Years after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09 07 62076 Rev. 0	Objective Structured Clinical Exam (OSCE) Timer Check Sheet This series provides a record of the clinical testing schedule.	Retain for 1 Year after End of Academic Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09 07 62074 Rev. 0	Patient Scripts This series provides a record of scripts used by the standardized patients during testing, clinical examinations, etc.	Retain for 6 Years after End of Academic Year <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
09 07 62072 Rev. 0	Standardized Patient Applications - Approved This series provides a record of individuals who are determined acceptable applicants to the Standardized Patient Program. Includes contact information, personnel history, etc.	Retain for 2 Years after Application Approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09 07 62073 Rev. 0	Standardized Patient Applications - Denied This series provides a record of individuals who applied to the Standardized Patient Program and were determined ineligible.	Retain until Determined Ineligible <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/34/10/03/ Health Sciences Administration: CHDD: Autism Center

Assessment

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17 09 69123 Rev. 0	<i>Psychotherapy Notes</i> Notes recorded in any medium by a mental health professional analyzing or detailing the explicit contents of conversation during a private counseling session, or a group, joint, or family counselling session; and that are separated from the rest of the individual's medical record. May include documentation of intimate personal content, details of fantasies and dreams, process interactions, sensitive information about other individuals in the patient's life or the author/clinician's personal reactions, hypotheses or speculations.	Retain until No Longer Useful for Treatment and/or After Treatment has been Concluded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/38/ School of Public Health

/38/03/03/ PH: The Environmental Health Laboratory (EHL) and Trace Organics Analysis Center (TOAC)

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 8 44670 Rev. 2	Sample Analysis Test Results Provides a record of preventative or responsive health hazard evaluations in the workplace. May include: raw data, quality control, standards, and calibration information for environmental and biological samples related to compensation, claims, and investigation of industrial hygiene and health problems in Washington covered industries. Maintained as per 29 CFR1910.1020	Retain for 30 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

/38/03/06/ PH: Field Research and Consultation Group

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89 9 44838 Rev. 1	Client Folders/Surveys - Final Report Provides a record of the final evaluations of the Field Research lab tests of reported health hazards in the workplace, includes exposure results and recommendations. Summarization of Laboratory Exam Test Results.	Retain for 30 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
89 9 44837 Rev. 1	Client Folders/Surveys - Results Provides a record of laboratory tests and results of reported health hazards in the workplace. May include: raw data, data forms used to collect information in the field, photos, quality control, standards, calibration information for environmental and biological samples, and investigation of industrial hygiene and health problems in Washington covered industries.	Retain for 30 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/38/03/10/ PH: Occupational Epidemiology and Health Outcomes Program

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19 04 69360 Rev. 0	<i>Protected Research Data</i> Protected raw data received under contract for use in sponsored research studies. Contracts require all data be destroyed and certified as such at contract expiration. Note: See Research Records and Data for Retention of all other records associated with grant/contract related research activities.	Retain until Termination of Contract <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/40/ CoMotion

/40/03/ UW CoMotion Invention Licensing

Facilitates the commercialization of new innovations arising from University of Washington research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96 07 56910 Rev. 0	Project/Disclosure Files This series provides a record of all the activities associated with an innovation, technology development, marketing, legal activity and appointments, patent documentation, financial management documents, rights management documents, trademark/copyright documentation, participation agreements, and Memorandums of Understanding. "Note: At the end of the retention period the ribbon copies will be transferred to the University of Washington Archives."	Retain for 6 Years after Closure Date <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

/40/04/ UW CoMotion Finance

Finance

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93 01 51769 Rev. 0	Royalty Payment Files Provides a record of the distribution of royalty payments made to inventor(s) and/or the University. Includes correspondence regarding revenue allocation and instructions, and memorandums of understanding. Also includes income and receipts received from licensees which are attributable to a University Technology or inventor.	Retain for 6 Years after Closure Date of Technology <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



/41/ Vice Provost for Planning and Budgeting

/41/02/ OPB: Budget Office

Plans and allocates financial and physical resources, and provides analysis and information services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 5 42291 Rev. 0	Allotments Documents distribution of initial biennial fund allocated to the UW by the State Legislature, amendments to the initial allocation, and local fund allocation which are reported to the state. May include: Office of Financial Management Memoranda; Office of Financial Management Directives; etc.	Retain for 10 Years after Biennium Close <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
97 08 57922 Rev. 0	Budget Number Requests Documents the establishment of new budget numbers for state and self-sustaining budgets. Includes original request.	Retain for 6 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
88 5 42297 Rev. 0	Budget Report Files JUNE REPORT (BU11080) Computer-tape workfile of State Budget System. May include Biennium Budget Revision Number Range, Budget Type/Class, Month of Biennium. Selectively downloaded to personal computers in the Budget Office and stored on hard disks.	Retain for 3 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 5 42289 Rev. 0	Budget Requests (Working Papers) Documents process of establishing UW Operating Budget Requests for GOF, DOF and self-sustaining budgets submitted to the Office of Financial Management. May include: College/School/Division request submittal package; Board of Regents and University Budget Committee briefing documents; State Operating Budget Instructions, etc.	Retain for 4 Years after Biennium Close <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/41/02/ OPB: Budget Office

Plans and allocates financial and physical resources, and provides analysis and information services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 5 42293 Rev. 0	Budget Revisions Documents on-line updates in State Budget System which change budgeted level or data elements for salaries and wages, operations, or revenue within individual budgets. May include: Budget Office staff notes and worksheets, correspondence, detail and summary reports generated from the database.	Retain for 4 Years after Biennium Close <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
00 12 59978 Rev. 0	Budget Set Up Requests Provides a record of requests by department/office to set up GOF/DOF and Self-Sustaining budget numbers. Documents reason to establish account. Includes Budget Set Up Printout which is used to verify establishment of a budget number.	Retain for 6 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
88 5 42322 Rev. 0	Budget Status Summary Report, JUNE REPORT (AM28670-277-229, 237-239); (COM) Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by program category, state program, and budget type. The June report is the only one retained.	Retain for 6 Years after Biennium Close <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
88 5 42294 Rev. 0	Budget System History Report (BU110116-02) A cumulative summary and index of budget revisions by budget number to end of biennium.	Retain for 4 Years after Biennium Close <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
00 07 59762 Rev. 0	Equipment Allocation A special allocation distributed to units for the purchase of equipment. May include: working papers, departmental requests for funds, Equipment Inventory Office Report, etc.	Retain for 6 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/41/02/ OPB: Budget Office

Plans and allocates financial and physical resources, and provides analysis and information services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 5 42290 Rev. 0	Operating Budget Request (Final) A record of the biennial budget request for the UW which is submitted to the Office of Financial Management for legislative action. May include: General Justification Material (B1); Fund Summary (B2); Summary of Expenditure Levels (B5-1); Schedule of Expenditure Changes (B5-2); etc.	Retain for 10 Years after Biennium Close <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
88 5 42292 Rev. 0	Request for Amendment of Allotment (B20) Documents requests for changes in distribution of initial funds.	Retain for 10 Years after Biennium Close <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
97 08 57923 Rev. 0	Revenue Transfers Provides a record of funds which are moved from the operating budget to the capital fund. Also documents the movement of unencumbered funds back into the operating budget.	Retain for 10 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
00 08 59861 Rev. 0	Revision Request Summary Report Summarizes the data reported in Salary Revision Worksheets.	Retain for 4 Years after End of Biennium <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 5 42315 Rev. 0	Salary Schedules and Tables Provides salary information for each staff category and each wage adjustment allotted. May include: Classified Staff Compensation Plan, Monthly Staff Salary Schedule, Classification and Pay Index, UW Faculty Step Schedule for Assistant Professors and Above, etc.	Retain for 4 Years after Biennium Close <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



/41/02/ OPB: Budget Office

Plans and allocates financial and physical resources, and provides analysis and information services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88 5 42317 Rev. 0	Summary of Expenditure Allotment Status--JUNE REPORT (COM) A monthly summary of allotment and expenditures of budgets. June report retained 10 years. Other monthly reports can be disposed of at end of month.	Retain for 10 Years after End of Fiscal Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
88 5 42318 Rev. 0	Trial Balance--General Ledger (AM28760-226A, 226B); (COM) Provides a monthly summary and balance of financial revenue and expenditure by program code and budget number.	Retain for 4 Years after Biennium Close <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



/44/ College of the Environment

/44/15/02/ Oceanography: Marine Operations

Research

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90 02 45783 Rev. 1	Deck Logs Provides unedited documentation of all ship transactions: accident/incident reports, arrivals and departures, navigational and meteorological information.	Retain for 5 Years after End of Charter <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
90 02 45789 Rev. 1	Sailing Orders Provides report of the cruise plan - why the cruise is being undertaken, scientific work to be conducted, cruise trace, clearance process, instructions to Master, etc. Includes the Small Vessel Operating Plan for the research vessel Rachel Carson.	Retain for 5 Years after End of Charter <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
90 02 45793 Rev. 1	Ship Construction Files and Blueprints Provides record of ship construction, proposal for operating ship, construction contract, construction events, and design reviews. May also include correspondence, plans, drawings, etc.	Retain for 5 Years after End of Charter <i>then</i> Transfer to Archives for appraisal and selective retention	ARCHIVAL (Appraisal Required) ESSENTIAL OFM



/46/ Bothell: Vice Chancellor for Planning and Administration

/46/09/ Bothell: Facility Services

Facilities Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06 07 61238 Rev. 0	Wetlands Access Request Form Requests for access to the campus wetlands. Includes explanation of need to access and how they intend to minimize the impact of their presence on the wetlands.	Retain for 2 Years after End of Calendar Year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



Glossary

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.



Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and



including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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