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 U.W. 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 February 3, 2021.

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| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  For the State Auditor:  Al Rose | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  For the Attorney General:  Suzanne Becker | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  For the Office of Financial Management:  Gwen Stamey | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  The State Archivist:  Steve Excell |

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. | |
| 1.11 | September 2, 2015 | Minor revisions. | |
| 1.12 | December 2, 2015 | Minor revisions. | |
| 1.13 | March 2, 2016 | Minor revisions. | |
| 1.14 | June 29, 2016 | Minor revisions. | |
| 1.15 | September 7, 2016 | Minor revisions. | |
| 1.16 | December 7, 2016 | Minor revisions. | |
| 1.17 | March 1, 2017 | Minor revisions. | |
| 1.18 | June 14, 2017 | Minor revisions. | |
| 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 | |

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](mailto:recordsmanagement@sos.wa.gov)

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# UW General Schedule Dentistry Clinic

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| 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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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

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| --- | --- | --- | --- |
| 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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OFM |

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

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| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 10 10 62334  Rev. 0 | *Chemical Treatment Log*  This series documents the discharge of treated chemicals into the sewer system. | Retain for 3 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 10 04 62136  Rev. 0 | *Controlled Substances and Alcohol Misuse-Education and Training Records*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 10 04 62135  Rev. 0 | *Controlled Substances, Program Administration and Alcohol Test Records*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 10 04 62133  Rev. 0 | *Controlled Substances/Alcohol Test Results - Negative Results or Cancelled Tests*  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  *then*  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 | *Departmental Health and Safety Manual*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OFM |
| 12 06 68273  Rev. 1 | *Inspection/Survey Records*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 10 11 62281  Rev. 0 | *Job Safety Analysis*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 09 09 62091  Rev. 0 | *Notice of Laboratory Equipment Decontamination (UoW Form 1083)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 10 04 62143  Rev. 0 | *Radioactive Waste Disposal Logs*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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

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| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# UW General Schedule Section 3 Curriculum Records

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| 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

UW General Schedule Section 3 Curriculum Records

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| 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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 10 11 62251  Rev. 0 | *Textbook Orders (Faculty Information Sheet for Textbooks)*  Requests for course textbooks. | Retain for 1 Year after End of Quarter  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

UW General Schedule Section 3 Curriculum Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 86 6 36961  Rev. 0 | *Time Schedule Changes (Requests for Change in the Quarterly Time Schedule)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 12 09 68323  Rev. 0 | *Lists/Logs*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# UW General Schedule Section 6 Financial Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 02 62375  Rev. 1 | *Budget Requests -- Final*  Record of a budget request to the Provost by Deans, Vice Provosts, Vice Presidents or Chancellors. | Retain for 4 Years after End of Biennium  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OFM |
| 12 06 68279  Rev. 1 | *Petitions and Waivers*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# UW General Schedule Section 7 Research and Grant/Contract Records

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| 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# UW General Schedule Section 8 Personnel & Payroll Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 08 62717  Rev. 0 | *Academic Student Employees (ASE) Files*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

UW General Schedule Section 8 Personnel & Payroll Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 08 62727  Rev. 0 | *Applications for Hourly and Student Employment -- Hired*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 08 62739  Rev. 0 | *Faculty Reviews*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 07 08 61593  Rev. 1 | *IACUC Letters of Commendation, Acknowledgement, Counsel and/or Reprimand and/or Suspension to Primary* *Investigators (or other UW employees)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95 MF 5559  Rev. 0 | *Payroll Folders - for Individual Employees*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

UW General Schedule Section 8 Personnel & Payroll Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 08 62750  Rev. 0 | *Personnel Folders -- Hourly, Per Diem, Temporary, and Student Employees*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86 1 35853  Rev. 1 | *Personnel Records-Official Copy*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 11 08 62756  Rev. 0 | *Salary Increase Worksheet*  Used to calculate salary increases for faculty and professional staff. May include income spreadsheets and working papers. | Retain for 3 Years after Salary Increase  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

UW General Schedule Section 8 Personnel & Payroll Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 20 12 69605  Rev. 0 | *Selection for Classified Non-Union, Professional, and Contract Covered Staff Employment—Hired and Not Hired*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 08 62757  Rev. 0 | *Summaries of Outside Professional and Public Activities*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 08 62762  Rev. 0 | *Time Records for Classified & Professional Staff*  Submitted by Classified and Professional Staff to request/report leave and overtime hours. | Retain for 1 Year after Annual Audit  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 93 8 52741  Rev. 0 | *Training Records*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# UW General Schedule Section 9 Student Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 86 1 35847  Rev. 1 | *Admission Applications -- Applicants Not Accepted, Not Entered, or Application Incomplete*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 10 62786  Rev. 1 | *Advisor's Files*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

UW General Schedule Section 9 Student Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 10 62808  Rev. 1 | *Exams, Papers, Projects and Other Assignments by Students*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 10 62801  Rev. 0 | *Grade Appeals and Grievance Files*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

UW General Schedule Section 9 Student Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 10 62802  Rev. 1 | *Grade Books*  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  *Then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 11 10 62806  Rev. 0 | *Major Application -- Undergraduate*  A record of an applicant’s petition for major standing within an academic program. | Retain for 1 Year after Quarter of Denial  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 12 06 68269  Rev. 1 | *Petitions and Waivers: Student*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

UW General Schedule Section 9 Student Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# UW General Schedule Section 10 General Office Administration Records

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| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

UW General Schedule Section 10 General Office Administration Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# UW General Schedule Section 11 Publication Records

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 09 09 62099  Rev. 0 | *Permission Request Letter*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

# /02/ Executive Office

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /02/04/ Rules Coordination Office *The UW's Rules Coordination 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 | *Final Orders/Declaratory Orders Index*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 11 12 62901  Rev. 0 | *Joint Administrative Rules Review Committee (JARRC) Actions*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62904  Rev. 0 | *Notification by Outside Agency of WAC Changes*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 12 62902  Rev. 0 | *Outside Agency WAC Changes*  UW involvement commenting and monitoring other agency rule making. | Retain for 6 Years after Rule Making Process Closed or Withdrawn  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 03 12 60624  Rev. 0 | *Petitions For Adoption, Amendment, or Repeal of a Title 478 WAC Rule*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /02/04/ Rules Coordination Office  *The UW's Rules Coordination 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 | *Policy and Interpretative Statement Indexes*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 03 12 60621  Rev. 0 | *Rule Review*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 11 12 62903  Rev. 0 | *Rules Coordinator Registration and Washington State Register (WSR) Notices*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 03 12 60626  Rev. 0 | *Washington State Register (WSR) Filings for Semi-Annual Agenda*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

# /03/ National Primate Research Center

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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 | *Sedation and Anesthesia Monitoring – No Adverse Event*  Records reporting the results of sedating animals under anesthesia in which no adverse event occurred. | Retain for 6 Months after Sedation Completed  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 87 9 40703  Rev. 0 | *Tissue Program Users Folders*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# /04/ Vice Provost for Academic Personnel

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| /04/05/ Equal Opportunity *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /04/06/ International Scholars Office *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /04/06/ International Scholars Office  *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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

# /05/ University Libraries

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| /05/03/02/ Information Resources, Collections and Scholarly Communications: 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /05/03/05/ Libraries: 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /05/03/05/ Libraries: Preservation Services Division  *Library* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 16 06 68991  Rev. 0 | *Treatment Report*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# /06/ Undergraduate Academic Affairs

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| /06/05/ Office of Educational Assessment *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /06/11/02/ Undergraduate Academic Affairs: 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# /07/ Vice Provost for Research

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /07/02/ Office of Research: Administration  *Research* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 06 09 61550  Rev. 1 | *Conflict of Interest Files --Not Funded*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08 10 61883  Rev. 1 | *Embryonic Stem Cell Research Oversight Research Application Files – Approved*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 08 12 61904  Rev. 0 | *Embryonic Stem Cell Research Database*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86 1 35873  Rev. 2 | *Request for Approval of Outside Prof. Services for Compensation During Period of Regular and Emeritus Appointment*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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 | *Certificate of Exemption*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 04 11 60822  Rev. 0 | *Complaints*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 98 MM 58342  Rev. 0 | *Human Subjects Database*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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 | *Human Subjects Review Committee Applications - Denied*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 04 11 60823  Rev. 0 | *Human Subjects Review Committee Applications--Withdrawn*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89 1 43542  Rev. 0 | *Institutional Review Board Application Files - Approved*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /07/03/ Office of Research: Human Subjects Division  *Research* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 89 1 43544  Rev. 0 | *Review Committee Agenda and Minutes*  Report of Review Committee meetings. Agendas include date and time of meeting, name of committee chair, members in attendance, titles of applications to be reviewed, and names of reviewers. Minutes include the agenda, action taken on each application (approved, deferred, denied), and vote of committee members. | Retain for 10 Years after End of Academic Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /07/05/01/ Applied Physics Lab: Finance *Research* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 99 09 59298  Rev. 0 | *Prorated Direct Cost (PDC) Budget*  Annual budget document that supports the derivation of an annual rate used to allocate certain direct costs to grants and contracts. | Retain for 6 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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. 0 | *Research, Scientific or Scholarly 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 09 09 62094  Rev. 1 | *Research, Scientific or Scholarly 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 09 09 62096  Rev. 0 | *Research, Scientific or Scholarly 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# /08/ Vice President of Facilities

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| /08/03/ Facilities: Partner Resources *Facilities Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 99 MF 59143  Rev. 0 | *Request of Leave Taken - 1999 and prior*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /08/04/01/ Facilities: Project/Construction Accounting *Capital Projects* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 89 9 44873  Rev. 1 | *Capital Projects Accounting Files*  Provides financial documentation of construction, renovation, improvements or repairs for new or existing facilities at UW. May include: contracts, change orders, cabinet memos, pay requests, invoice register, authorizations to proceed, purchase and physical plant requisitions, work orders, project control sheets, budget revisions, budget establishments, account verifications, correspondence, modification proposals, Minority and Women's Business Enterprise Quarterly Reports, etc. | Retain for 10 Years after Project Complete/ Acceptance  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /08/09/03/ Facilities: Facility 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /08/11/01/ Commuter Services: Accounting *Transportation Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 89 8 44702  Rev. 0 | *Returned Gate Parking Permits*  Provides a record of refunded permits. Used primarily for reconciliation. | Retain for 3 Months after Fiscal Year + Audit  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /08/11/02/ Commuter Services: Commute Options *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /08/11/06/ Commuter Services: 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /08/11/07/ Transportation Services: Sales and 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /08/11/07/ Commuter Services: Permits  *Transportation Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 00 MM 59707  Rev. 1 | *Parking Violations Database*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 89 4 44162  Rev. 0 | *Payroll Deduction Approvals*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 93 10 53195  Rev. 0 | *U-Pass Application*  Provides an application record to receive a U-Pass on a quarterly/annual basis. | Retain for 6 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 93 10 53191  Rev. 0 | *Waiting List Files*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /08/11/08/ Commuter Services: Special Events *Transportation Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 07 06 61544  Rev. 0 | *Special Events and Arranged Parking Request Forms*  This series provides a record of UW or non-UW customers contacting the Special Events office to arrange parking and/or seek assistance with parking for campus events. Documentation on the campus event will be found in the Recurring or Single Event files. | Retain for 1 Year after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /08/12/01/ Transportation Services: Fleet Services & Maintenance *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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /08/23/01/ Facilities: 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /08/24/ Facilities: Regulated Materials *Facilities Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 04 62450  Rev. 1 | *Air and Bulk Sample Lab Reports*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 11 04 62452  Rev. 1 | *Air Samples*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 11 04 62453  Rev. 1 | *Asbestos and Hazardous Materials Surveys*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 96 02 56498  Rev. 1 | *Close Out Documents*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

# /09/ Vice President of Finance

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /09/04/ Records Management Services *Administration* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 90 8 46563  Rev. 0 | *Accession and Disposal Register*  Register is used to assign unique accession and disposal numbers to incoming departmental requests for storage or shredding of records. Also used to track storage and disposal at the UW Records Center. Includes office name, record group number, Accession/Disposal/Uncertified Disposition (UCD) number, and cubic feet. May also include Pickup Log information. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 90 8 46561  Rev. 0 | *Accession Packets*  Packets provide inventory of records accessioned into the UW Records Center from UW departments and are used to track records in storage for each office. Includes Records Transfer Inventory Form (RTI) - the official form used to request storage of boxes, and Accession Confirmation Report - a database generated listing of records from RTI with the corresponding UW Records Center box location codes. Once all boxes included on the RTI are disposed of the Accession Packet is merged with the Complete Disposal Packet. | Retain until Disposal of Last  Record  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90 8 46570  Rev. 0 | *Complete Disposal Packets*  Provides a record of the disposition of all boxes from an accession. Boxes may be destroyed, transferred to the UW Archives or returned to the originating department, either at their request or if they did not respond to Disposition Control Forms. Files consist of Accession Packet, Disposition Control Forms authorization from UW offices to dispose of boxes which have passed their retention, Disposition Confirmations - consisting of date and control number assigned when boxes were destroyed and Pick-Up/Delivery forms for records being delivered back to the office. | Retain for 6 Years after Last Record Disposed of  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 90 8 46571  Rev. 0 | *Disposition Notification Log*  Log of Disposition Notification Forms sent to UW departments for signature(s) authorizing the disposition of boxes at the end of their retention. Indicates number of boxes to be disposed of from each record group, and total number of boxes to be destroyed. Used to track date forms were sent, returned, and which departments have yet to respond. | Retain for 1 Year after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /09/04/ Records Management Services  *Administration* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 90 8 46569  Rev. 0 | *Disposition Review Records*  This series provides a record of the paperwork created during the disposal review process, such as the reviewed pull copies containing notes made by RM staff, and the database printout showing the offices containing records eligible for disposition. | Retain for 1 Year after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90 8 46577  Rev. 0 | *File and Box Retrieval Requests*  This series provides a record of database printouts of files and boxes that are requested on a given day. Includes the name of the person pulling the file and any notes regarding the file. | Retain for 6 Months after Search Complete  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 09 01 61899  Rev. 0 | *Records Management Database*  This database tracks all the functions of the Records Management Services office, including retention scheduling, file retrievals, box storage and destruction, department information, such as Records Authority and Coordinator, last contact, etc. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 88 9 42814  Rev. 0 | *Records Retention Schedules Working Files*  Working files for retention scheduling projects, either departmental or for the UW General Records Retention Schedule. Reference material which provides background regarding the project or department for future questions or revisions of retention schedules. Files may include, but are not limited to: notes from surveys of offices, correspondence, drafts of schedules (with edits), and legal research information. | Retain for 5 Years after Schedule Revised  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |
| 99 06 59146  Rev. 0 | *Shredding/Recycling Log Sheets*  Daily log is used to track boxes which have been disposed of either by shredding or recycling. Includes number of boxes disposed of for each record group, accession number/UCD number assigned to boxes and date recycled or shredded. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /09/04/ Records Management Services  *Administration* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 90 8 46582  Rev. 0 | *Van Use Log*  Tracks trips made by UW Records Center and UW Archives staff using the UW Records Center van. Includes date, unit (UWRC or UW Archives), destination, cubic feet transporting, time in/out, mileage in/out, and total time/mileage. | Retain for 3 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /09/07/ Payroll *Payroll* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 10 06 62230  Rev. 0 | *Annual Attendance Incentive Program*  This series provides a record of the authorized payment of an employee’s eligible sick leave hours for payout at 25% value (if the employee chooses to participate and meets the program requirements). The form includes employee sick leave information, budget(s) and percentage(s) for payout as well as employee and departmental signatures. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 06 07 61228  Rev. 0 | *Batches (ETR/PTR, RA)*  This series is comprised of screen prints taken from payroll databases and is used internally as a quick reference for entries made into the payroll system for payment or payroll adjustments. Includes notes regarding changes to database entries. | Retain for 6 Years after Payroll Cycle  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95 06 55551  Rev. 0 | *Check and Warrant Transmittal*  An in-house worksheet which provides a working list of type of check processed, check numbers used, number of checks received by the Payroll Office, and problems in the printing of the checks. | Retain for 1 Year after End of Biennium  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /09/07/ Payroll  *Payroll* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 88 6 42501  Rev. 0 | *Direct Deposit Authorization (UoW 1376)*  An authorization form submitted electronically and in hardcopy to Payroll by employees requesting their wage payments be deposited directly to a specified bank account. | Retain for 6 Months after Payroll Cycle  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 10 06 62227  Rev. 0 | *Employee Separation Payment Authorization Forms*  This series provides a record of the authorized payment of an employee’s unused annual leave and unused compensatory time at the time of separation from the University and also the authorized payment of sick leave at retirement. Includes employee information and departmental signature(s). | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95 07 55563  Rev. 0 | *Employment Security Department Charges*  Provides a record of unemployment compensation benefit charges made to the University by State Employment Security Department. Includes balance, previous payments, and total amount due. Includes the electronic report, issued by the Washington State Employment Security Department of employees who are eligible for unemployment. Used to determine the University's liability. The report includes employee's name, social security number, and base quarterly earnings. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89 9 44783  Rev. 0 | *Exception Time Report (ETR)*  Provides electronic record of changes made in hours worked for staff, faculty, and exempt permanent personnel. Includes leave without pay, overtime, shift differential. | Retain for 6 Years after End of Month  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 97 09 58087  Rev. 0 | *I-9 Forms*  Provides a record of verification of eligibility of employees for work in the United States. Required as per 8 CFR 274a.2. | Retain for 50 Years after Termination of Employment  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /09/07/ Payroll  *Payroll* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 95 07 55557  Rev. 0 | *Labor and Industry Report*  Statistical quarterly report issued to the State Office of Financial Management. Documents total number of hours worked by all University employees and volunteers. Used to determine workmen's compensation insurance premiums. See WAC 296-17-35201 for retention requirements. | Retain for 3 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 10 06 62233  Rev. 0 | *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. | Retain for 50 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 99 01 58991  Rev. 0 | *Overpayments and Documentation*  Provides a record of salary overpayments and repayments. Includes authorization forms for overpayments, and supporting documents. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 98 11 58940  Rev. 0 | *Payroll Input Register*  Concise summary, by employee, of all data entry per payroll cycle. Used for bank reconciliation. (The same information also appears in more detailed form on the employee's check/advices and on the Payroll Audit Report [50 years].) | Retain for 1 Year after Payroll Cycle  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89 9 44782  Rev. 0 | *Positive Time Report (PTR)*  Provides electronic record of hours worked by hourly staff and student employees. | Retain for 6 Years after End of Month  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /09/07/ Payroll  *Payroll* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 95 07 55560  Rev. 0 | *Retroactive Salary Transfer*  Form which is used to request and provide a record of adjustments to an individual's salary record. Used with both state and grant and contract budgets. May provide the only record of the transfer of funds from one budget to another. Includes transfers from suspense account. As of 12-2008, this activity is processed on My Financial Desktop. | Retain for 6 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 06 07 61224  Rev. 0 | *Returned/Voided Check Log*  A log that provides a record of issued payroll checks that are returned to the Payroll Office and tracks the returned checks as they are processed. Checks are returned if the employee cannot be found. The official record is the Cancelled Check record series. | Retain for 2 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 10 06 62228  Rev. 0 | *Shared Leave Documentation*  This series provides a record of the transfer of leave between individuals at the UW or other state agencies. Includes approval from the agency's Human Resources office and supporting documentation of the transfer of money between budgets. | Retain for 6 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 98 11 58938  Rev. 0 | *Sick Leave Buy Back*  Documents employee payment to buy back sick leave. (Employees who have used all their sick leave due to injury may buy back sick leave once they have returned to work.) | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 86 5 36533  Rev. 0 | *Sign Out Log -- Payroll Pickup*  Provides a record of authorized personnel who have picked up payroll checks for their departments. | Retain for 6 Months after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /09/07/ Payroll  *Payroll* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 10 06 62229  Rev. 0 | *Social Security Audit Documentation*  This series provides a record of corrections made to an employee's social security number within the Payroll database. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 97 09 58086  Rev. 0 | *W-4 Forms*  Provides a record of employee withholding and tax status. (Required as per 26 CFR 31.3402 (f) (2)-1) and (Circular E), Employer's Tax Guide). | Retain for 6 Years after Termination of Employment or Superseded  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /09/15/01/ Risk Management *Risk Management* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 89 8 44614  Rev. 0 | *Accident Reports (green label)*  Provides record of miscellaneous reports and correspondence on accidents involving the UW. | Retain for 4 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89 8 44605  Rev. 0 | *Closed Claims Filed Against State Fidelity Bond*  Provides record of claims filed by the UW to recover losses due to theft. | Retain for 6 Years after Action on Claim Resolved  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89 8 44603  Rev. 0 | *Closed Equipment Loss Claims (orange label)*  Provides record of claims covered by the UW equipment insurance program. | Retain for 6 Years after Action on Claim Resolved  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 98 11 58957  Rev. 0 | *Employment Liability Claims Files (Purple Files)*  Provides a record of third party claims filed against the University. May include eye injuries.  (RCW51.32.160) | Retain for 10 Years after Claim Resolved  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89 8 44601  Rev. 0 | *General Liability and Auto Liability Claim Files (Red Label)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /09/15/01/ Risk Management  *Risk Management* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 08 12 61946  Rev. 0 | *Incident/Complaint Report*  This series provides a record of complaints submitted by students, faculty, staff, or the public regarding incidents witnessed or experienced involving the mistreatment of people with disabilities. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89 8 44612  Rev. 0 | *Insurance Carrier Payment Files (red label)*  Provides record of UW insurance payments by carrier (Aetna Tec, Washington State Physicians Insurance Association, etc.). | Retain for 6 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89 8 44608  Rev. 0 | *Insurance Policy/Subject Files (blue label)*  Provides record of insurance policy information and provisions of various types (property, equipment, etc.). | Retain for 6 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89 8 44616  Rev. 0 | *Internal Claims Management System (Riskmaster) Open Claims Report*  Provides computer-run reports of data using the Risk Management Office's internal claims management software on open claims against the UW. | Retain for 1 Month after End of Month  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 89 8 44617  Rev. 0 | *Internal Claims Management Systems (Riskmaster) Closed Claims Report*  Provides computer-run reports of data for closed claims against the UW. | Retain for 1 Month after End of Month  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /09/15/01/ Risk Management  *Risk Management* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 93 05 52288  Rev. 0 | *Marine Claim Files (Yellow Label)*  Provide records of claims filed against the University of Washington regarding protective and indemnity benefits and marine liability claims. | Retain for 6 Years after Claim Resolved  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89 8 44604  Rev. 0 | *Medical and Legal Closed Claim Papers*  Provides duplicate information regarding confidential medical and legal documents for closed claims. This material is shredded monthly. | Retain for 1 Month after Action on Claim Resolved  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 97 MM 57457  Rev. 0 | *OSHA Supplementary Record Database*  Required by the Occupational Safety and Health Administration, provides a supplementary record of occupational injuries and illnesses. Created and maintained on Riskmaster, this information corresponds to Form OSHA No. 101. (Required as per 29 CFR 1904.04.) | Retain for 10 Years after First L&I Claim Closure  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 09 05 62018  Rev. 0 | *Portage Bay Insurance*  Provides a record of the establishment of this 501 C3 University insurance corporation. Includes records documenting the establishment of the corporation, legal advice and issues, Articles and By-laws, regulatory filings, and Certificates. | Retain for 6 Years after Dissolution of Corporation  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /09/15/01/ Risk Management  *Risk Management* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 09 05 62019  Rev. 0 | *Portage Bay Insurance Documentation*  Provides a record of the operation of this 501C3. Includes subsections on finance including audits and tax returns, committee records, contracts, and reports to the Board of Regents. | Retain for 6 Years after Termination of Contract  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 89 8 44602  Rev. 0 | *Potential Claims/Incident Reports/Accident Reports*  Provides a record of incidents that may not evolve into claims. | Retain for 1 Year after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 93 05 52289  Rev. 0 | *Professional Claim Files (Blue Label)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 97 02 57454  Rev. 0 | *UCIRO: Inquiries and Administrative Contacts*  Documents inquiries to, and administrative contacts with, UCIRO. May include documentation of receipt of inquiry or administrative contact, notes, information on area handling, and correspondence. | Retain for 6 Years after Inquiry Concluded  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 93 05 52287  Rev. 0 | *Worker's Compensation Claim Files*  Internal University claim files relating to worker's compensation claims filed by UW employees with the Department of Labor and Industries. May include correspondence with L&I, notes, UW copies of L&I's original forms. Original claims are on file at L&I. (Retained for 10 years to cover claims involving loss of vision or function of the eyes as per RCW 51.32.160.) | Retain for 10 Years after First L&I Claim Closure  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# /10/ Office of Vice President for Human Resources

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /10/07/ Benefits *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 10 01 62188  Rev. 0 | *Adjustments Database*  Documents adjustments to an employee's medical, dental, life and long-term disability payments by the UW or employees to correct discrepancies. Includes PERS reductions processed on a one time basis per employee for a given pay period. | Retain for 6 Years after Termination of Employment  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 87 2 39254  Rev. 0 | *Benefits Files*  Provides a record of each employee's enrollment in insurance programs. Includes: Medical/Dental Enrollment/Change Form (P-400, copy 1); Life Insurance Enrollment/Change Form (P-402, copy 1); Long Term Disability Insurance Enrollment/Change Form (P404, copy 1); Voluntary Increase in Premium Rates to Annuities (Form R/I 725, copy 1), Voluntary Investment Program Documents. | Retain for 6 Years after Termination of Employment  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 88 12 43305  Rev. 0 | *Court Cases Public Employees Retirement System (PERS)*  Provides a record of resolved suits brought by UW employees regarding PERS retirement claims. | Retain for 60 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 87 2 39236  Rev. 0 | *Detailed Deduction Report (Declining Balance Report)* *PAYR121/49000-006,007, 008,010,013,014,017*  Provides a monthly alphabetical listing of payroll deductions and reductions per pay period for participants in PERS, TRS and LEOFF. Provides the sole confirmation of deduction and reduction transactions for which the University as employer is responsible. | Retain for 75 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /10/07/ Benefits  *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 87 2 39237  Rev. 0 | *Detailed Deduction Summary Report*  Comprised of the last pages of each of the detailed Deduction Reports (PAY121/49000-006 through 019). Provides total amounts for deductions and reductions reported for PERS, TRS and LEOFF per pay period. Used to compute the amount to be paid to the DRS. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 87 2 39262  Rev. 0 | *Disability Claim Files*  Provides a record of actions taken to initiate or sustain a disability claim. Includes a record of medical, dental, disability, and life insurance as well as changes in beneficiary. | Retain for 1 Year after Death of Claimant  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 10 01 62189  Rev. 0 | *Medicare Data Match Secondary Payer Program*  Documents UW submission of Data File to Medicare as required by US Code title 42. Also includes health care enrollment questionnaires which will be used by Medicare to ensure it has not paid health care claims inappropriately. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95 10 56098  Rev. 0 | *Optional Life and Long-term Disability Deduction Reports (PERS* *342/PP73100N; PERS 344 /PP73100N)*  Provides record of amounts of payroll deductions for optional coverage for life and long-term disability insurance. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 87 2 39256  Rev. 0 | *Package Plan Reports (PERS341/PP73100N)*  Provides a record of UW contributions to medical, dental, basic life and long-term disability. Includes medical reports, life reports, Ltd reports. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /10/07/ Benefits  *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 04 62444  Rev. 0 | *Retirement Plan Adjustments (Mistake of Fact)*  This series provides a record of adjustments made to an employee’s University of Washington Retirement Plan account. Includes supporting documentation such as notification letters and adjustment calculations. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95 MM 56091  Rev. 0 | *Retirement Transmittal Report (PAY131/PP53000)*  Provides a digital monthly record of actual salaries and contributions for participants in PERS, TRS and LEOFF. Combines information previously reported on the TRANSMITTAL REPORT OF DEDUCTIONS and the REPORT OF EMPLOYEES DEDUCTIONS AND UNIVERSITY CONTRIBUTIONS. | Retain for 75 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 95 10 56095  Rev. 0 | *Statement of Personal Ineligibility for Membership in PERS (Student Waiver Forms)*  Provides record of students or spouses of full-time students who waive their eligibility for inclusion in a retirement plan. | Retain for 75 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 95 10 56096  Rev. 0 | *Student Waiver of Retirement Report (PERS 723/PP72200D)*  Provides monthly listing of student employees or employee spouses of full-time students who waive their eligibility for inclusion in a retirement plan. | Retain for 4 Years after End of Quarter  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /10/07/ Benefits  *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 87 2 39251  Rev. 0 | *UW Retirement Plan-Retiree Files*  Provides a record of retired employees eligible for and presently receiving Retirement Funds in addition to the faculty retirement Basic Plan. | Retain for 1 Year after Death of Final Beneficiary  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 87 2 39253  Rev. 0 | *UW Retirement Plan-Voluntary Investment Program: Information Card File*  Provides a record of all participants in TIAA-CREF and other investment companies. Includes name, Social Security number, contract numbers, options selected, and surrender or repurchase actions. Serves as a backup reference. | Retain for 1 Year after Death of Final Beneficiary  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 87 2 39248  Rev. 0 | *UW Retirement Plan-Voluntary Investment Program (COM)*  Provides a semi-monthly record of adjusted reports of payroll deductions for retirement and tax deferred annuities. Filming of these records began in March 1986. | Retain for 75 Years after End of Fiscal Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 87 2 39243  Rev. 0 | *UWRP Lump-Sum Withdrawal/Transfer Authorizations*  Provides a record of forms, signed by a UW representative, which authorize a lump-sum withdrawal/transfer of accumulations by a UWRP participant at termination or separation from an eligible position. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 87 2 39239  Rev. 0 | *Verification of Employment (DRS572005, copy 1) Computation of Employer Billing-003 Form*  Provides a record of hours worked and a record of earnings and retirement contributions by employee. Used to verify service credit. Used internally to document information provided to state auditors. | Retain for 60 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /10/08/ HRIS (Human Resource 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /10/09/ Disability Services Office *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 00 03 59580  Rev. 0 | *Accommodation Case Files and Consultations (After 11/10/97)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /10/10/ UW Work/Life Office *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 09 07 62071  Rev. 0 | *Parent Standing Verification*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /10/11/ Violence Prevention Response Program *Human Resources* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 10 04 62132  Rev. 0 | *Violence Prevention Response Program Case Files*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# /11/ Vice President for Development and Alumni Relations

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| /11/04/ Development & Alumni Relations: Annual Giving Programs *Development* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 94 07 53817  Rev. 0 | *Event Folders*  Provides a record of events sponsored by the Office of Annual Giving. May include summary/checklist, planning material, program, guest list, publications, photographs, catering information, invitations, etc. | Retain for 2 Years after End of Fiscal Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /11/05/ Development & Alumni Relations: 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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /11/05/ Development & Alumni Relations: Information Management  *Development* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

# /12/ UW Technology Administration/Associate VP

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| /12/00/01/ UW Technology: Business Continuity: URC (Unit Response Centers) *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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# /13/ Vice Provost for Continuum College

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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. 0 | *Summer Quarter Budget Working Papers*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

# /14/ ICA

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /14/04/ ICA: Ticket Office  *Intercollegiate Athletics* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 93 09 53038  Rev. 1 | *Tickets: Year End Stock*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /14/06/ ICA: Training Room *Intercollegiate Athletics* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 90 02 45858  Rev. 0 | *Athlete Medical Files (Expired)*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 90 02 45859  Rev. 1 | *Presagia Monitoring System*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# /15/ Vice President for Student Life

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /15/01/03/ Office of the University Registrar: Residence 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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 |
| 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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. Kuali 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  *then*  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. Kuali Student Curriculum Management module will be the system of record for this information. | Retain for 3 Years after End of Quarter  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /15/01/11/ Office of the University Registrar: Registrar’s Processing Center *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /15/05/ Office of Student Financial Aid  *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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 | *English as a Second Language (ESL) Program Files*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 93 03 52110  Rev. 0 | *Financial Aid Authorization & Disbursement Lists -- Year End List*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 93 03 52115  Rev. 0 | *National Merit Scholarship and UW Undergraduate Scholar Award Files*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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. 0 | *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 6 Years after Intake Session Concluded  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /15/07/ Counseling Center *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 88 3 41748  Rev. 0 | *Client Information Database*  This database tracks and monitors client contact and consultation progress. May include appointments, test results, release of information sheets, etc. In September 2008, the Client Folders became electronic. (As per WAC 246-924-354) | Retain for 8 Years after Last Contact  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /15/08/ Disability Resources for Students *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 89 11 45165  Rev. 0 | *Student Services and Program Files*  This series provides a record of the services, such as interpreting, note taking, etc, utilized by a student during the quarter. May include request from student for service, planning files, etc. Also included are the program files which contain testing logs, room assignment requests, supplemental notes, and information specific to each type of service/accommodation program, etc. | Retain for 6 Years after End of Quarter  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /15/09/ Recreational Sports Programs: Administration *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 92 12 51591  Rev. 1 | *Game Sheets*  Provide record of teams participating, statistics for each player, and the score for each intramural contest. | Retain for 5 Years after End of Quarter  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /15/10/04/ Housing and Food Services: Husky Card Account and ID Center *Housing and Food Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 87 7 40324  Rev. 0 | *Conference and Guest Accounts*  Provides record of amounts credited and used by conference attendees. | Retain for 6 Years after Account Closed  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /15/17/ University Police Department *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 12 62911  Rev. 0 | *ACCESS, WACIC, and NCIC Validations*  Records from A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050. | Retain for 3 Years after Date of Validation or until WSP Audit  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62922  Rev. 1 | *Agency Property Inventories*  Any log or inventory concerning agency owned and issued property. Including officer gear, ammunition and weapons. | Retain for 3 Years after Disposal of Asset  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 12 06 68266  Rev. 0 | *Applicant Testing, Hired*  Provides a record of testing during the hiring process for police officers. May include all documentation from applicant testing: PAT (physical ability test) cards, test forms and sheets and oral board exams. | Retain for 6 Years after Termination of Employment  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /15/17/ University Police Department  *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 12 62910  Rev. 1 | *Bulletins*  Daily, weekly, or monthly reports or bulletins created to disseminate pertinent information to various departments or individuals of the agency. | Retain until after end of calendar year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 12 62913  Rev. 0 | *Case Files - Juvenile Offenders*  Case reports and files assembled by law enforcement staff pertaining to offenses allegedly committed by juveniles.  Note: RCW 13.50.050(22)(a) allows for the routine destruction of records relating to juvenile offenses only when the subject has attained 23 years of age or older. Local law enforcement records relating to juvenile offenses may also be destroyed pursuant to RCW 13.50.505(17)(a) upon notification from the juvenile court that such records are eligible for destruction. | Retain until Juvenile attains 23 years of age or notification from juvenile court  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 11 12 62914  Rev. 1 | *Citations/Notices of Infractions Issue Log*  Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010. Includes, but is not limited to voided citations/tickets, receipts for books and/or devices issued. | Retain for 4 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62925  Rev. 0 | *Citations/Notices of Infraction Issued - Driving Under the Influence*  Records relating to citations issued to alleged violators for driving while under the influence which must be retained in accordance with RCW 46.61.502(6).  Excludes citations/notices of infraction generated using Washington State Patrol’s Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol. | Retain for 10 Years after Date of Issuance  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 00 05 59684  Rev. 0 | *Citizen Complaint Files*  Provides a record of written complaints against the department received from members of the public. Includes response. | Retain for 1 Year after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /15/17/ University Police Department  *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 88 4 42069  Rev. 0 | *Communications Center Recordings*  Provides a taped daily record of E911 calls, calls to UWPD Communications Center, and radio communications between UWPD Communications Center and UW radio units. Also includes telephone call data. | Retain for 3 Months after Media Full  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62921  Rev. 1 | *Confidential Informant (CI) Records*  Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis. | Retain for 3 Years after Termination of Confidential Informant Status  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 11 12 62926  Rev. 1 | *Court Orders - Filed with UWPD*  Orders issued by a court and filed with the agency.  Includes, but is not limited to anti-harassment orders, no-contact orders protection orders, restrictive area orders, and Stay Out of Drug Area (SODA)/Stay Out of Area - Prostitution (SOAP) orders. | Retain until Expired, Vacated, Terminated, or Superseded  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /15/17/ University Police Department  *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 12 62915  Rev. 1 | *Court Orders - Fulfilled by UWPD*  Records relating to the tracking and delivery of official documents requiring a process to be served by the UWPD. | Retain for 6 Years after End of Action  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 11 12 62909  Rev. 0 | *Crime Analysis Files*  Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity. | Retain for 1 Year after Completion of Analysis  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11 12 62919  Rev. 0 | *Crime Prevention Programs*  Records relating to the management of crime prevention programs.  Includes, but is not limited to Crime Stoppers, block watch; business watch and house watch. | Retain for 1 Year after Obsolete or Superseded  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 00 05 59685  Rev. 0 | *Crime Prevention Publications/60 Day Log*  Provides a record of publications and notifications on crime produced by UWPD as part of the Crime  Prevention Program. Includes crime analysis reports. Required by CFR 20 USC 1092 (f), Cleary Act. | Retain for 7 Years after Annual Report Complete  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 11 12 62912  Rev. 0 | *Criminal History Audit Reports*  Final reports of Washington State Patrol audit findings. | Retain for 6 Years after Completion of Washington State Patrol audit  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /15/17/ University Police Department  *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 11 12 62923  Rev. 1 | *Evidence Records*  Records documenting the intake, management, and disposition of property acquired by the agency as evidence attached to a case number. | Retain for 6 Years after Disposition of Case  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 18 12 69340  Rev. 0 | *Expungement/Sealing/Vacation of Records*  Records relating to requests and orders for the expungement, sealing or vacation of criminal information or records in accordance with WAC 446-16-025. This record replaces the original record and demonstrates why the original record is no longer retained. | Retain until Current Approved Retention Period for the Records Expunged/Sealed/Vacated  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 88 4 42060  Rev. 0 | *FTO Files (Field Training Officer Files)*  Provides a record of officer field training. Includes individual officer training manual and DORs (Daily Observation Reports). (Field training records are maintained per RCW 43.101.200.) | Retain for 6 Years after Termination of Employment  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /15/17/ University Police Department  *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 12 06 68270  Rev. 1 | *In-Car Video*  Recordings created by mobile units that have not captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. | Retain for 3 Months after Date of Recording  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88 4 42061  Rev. 0 | *Incident Report*  A record of the initial report on arrests, accidents, crimes and incidents. May include statements, property sheets, criminal or infraction citations, etc. needed to document the incident. May include WACIC or NCIC printed data and DOL information. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 88 4 42068  Rev. 1 | *Investigation Case Files*  Contains a detailed record of information collected in investigations of reported crime or incidents. Including: Casecracker records, supplemental reports, Witness/Victim statements, photos, property and evidence worksheets, WACIC/NCIC/DOL printed data, etc. (After retention period ends, sexual assault and assault case files are turned over to WASPC (Washington Association of Sheriffs and Police Chiefs.")) | Retain for 6 Years after Case Closed/ Inactive  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 11 12 62918  Rev. 0 | *Investigative Funds*  Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments. Includes, but is not limited to expense vouchers, receipt books for funds spent ledgers, and receipts for purchases. | Retain for 10 Years after Last Expenditure  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62917  Rev. 0 | *K9 Unit Records-Agency Owned Animals*  Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915(7). Includes, but is not limited to training and canine team certification, animal acquisition and microchip information and records showing purpose, use, or assignment of animal. | Retain for 6 Years after Removal from Active Service  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /15/17/ University Police Department  *Law Enforcement* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 88 4 42067  Rev. 1 | *National Incident Based Reporting System (NIBRS)*  Provides statistical data on selected major crimes. As per RCW 28B.10.569 (1) reported to WASPC on a monthly basis. Includes reporting of child abuse, hate/bias crimes, and domestic violence. | Retain for 3 Years after End of Calendar Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 00 05 59703  Rev. 0 | *Property Activity Request (Form 1024)*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62924  Rev. 0 | *Property Forfeited*  Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505. Includes, but is not limited to documentation of auction and/or proceeds realized from disposition, property retained for agency use, and forfeiture hearing tapes. Excludes records relating to property retained for law enforcement use in accordance with Chapters 63.32, 63.40, and 63.42 RCW. Note: RCW 69.50.505(8) (b) requires agencies to retain records relating to forfeited property for at least 7 years. | Retain for 7 Years after Date of Forfeiture  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11 12 62920  Rev. 1 | *Property Registration*  Records relating to personal property registered with the agency for recovery if lost or stolen. | Retain for 1 Year after No Longer Needed  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 07 08 61597  Rev. 1 | *Sex Offender Files*  Provides a record of registered sex offenders who have become a part of the UW campus population. The printed bulletins are used as part of the identification verification process. | Retain for 6 Years after No Longer Affiliated with Campus  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /15/20/ UW Career 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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 | *Permanent Student Records/Transcripts (Student Database)*  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  *then*  Transfer to Student Achievement Council for permanent retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 97 08 57908  Rev. 0 | *Special Data Studies, Permanent*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

# /16/ Office of External Affairs

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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 |
| 00 09 59911  Rev. 0 | *Licensee Files - Supporting Documentation*  Supporting documentation for licensee contract/agreement to use University of Washington trademark on a product. May include artwork, correspondence, etc. | Retain for 5 Years after End of Fiscal Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |
| 85 5 35352  Rev. 0 | *Trademark Registrations*  Certificates of Trademark Registrations on both the national and state levels. Proof that this University has legal ownership of its trademarks. | Retain for 99 Years after End of Fiscal Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 00 09 59913  Rev. 0 | *Trademarks & Licensing - Legal Correspondence*  Legal correspondence between Trademarks and Licensing and private attorney representation regarding new registration, reviews of registration, registration searches or legal opinions in relations to trademark infringements. | Retain for 6 Years after End of Fiscal Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /16/07/ Broadcast Services: KUOW Radio Station *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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /16/09/ Office of News and Information *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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /16/13/ UWTV *Television Station* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 13 03 68434  Rev. 0 | *UWTV Daily Logs*  Printed from the Traffic System Log, documents the schedule for the day including all programming and spots. Used by operators to note changes and discrepancies with explanations in the day’s schedule. | Retain for 2 Years after End of Month  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |
| 13 03 68436  Rev. 0 | *UWTV Traffic System Logs*  Part of the Traffic System Database, this is the schedule for all programming and spots. Lists content of planned programming and spots and time they will be aired. The Traffic System Database tracks what actually ran on each day. Reconciled against the Daily Log. Affidavits are produced from the reconciled logs to document spots that did or did not run as per their contracted schedule. | Retain for 6 Years after End of Month  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

# /19/ College of Arts and Sciences

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| /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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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 | *Client Case Files - 10 And Younger*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 09 03 61949  Rev. 0 | *Client Case Files - 11 And Older*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 89 10 45101  Rev. 0 | *Client Case Files - pre 2009*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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. 0 | *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 6 Years after Last Activity  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 91 08 48041  Rev. 0 | *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.  Note: Retention represents how office will calculate the date of destruction of Case files for Minors. Minor clients range in age from 3-18 years. Actual retention is 3 years after age 18 or 10 years after last contact; whichever is longer. | Retain for 28 Years after Date of Birth  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 91 08 48044  Rev. 0 | *Occupational Health and Safety Records*  Provides record of UW employee hearing loss tests performed by this department and in conjunction with the Occupational Health and Safety Office. May include: audiograms, diagnostic evaluations, etc. | Retain for 30 Years after Last Contact  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /19/62/ A&S: Department of Spanish and Portuguese *Academic Office* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 93 8 52771  Rev. 0 | *Foreign Study: Student and Institutional Evaluations*  Provides a record of the evaluation of undergraduate student foreign study transcripts and of courses taught in foreign educational institutions and their assigned UW equivalents. | Retain for 2 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

# /21/ College of Education

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| /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 | *Certificate Program Candidate - Inactive*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 86 10 37882  Rev. 0 | *Educational Staff Associate - Residency Initial and Professional Certificate*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 86 10 37877  Rev. 1 | *Granted Certificates*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# /22/ College of Engineering

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| /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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# /26/ School of Law

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| /26/04/02/ Law: Assistant Dean for Students and Community Development: Financial Aid Office *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 99 06 59155  Rev. 0 | *Emergency and Long Term Loan Applications*  Applications from students who are in need of an emergency short or long term loan. Student must pay the loan back by a specified period of time and signs an acknowledgement of this. Applications include student signature, amount requesting, purpose of loan, repayment information form and law school certification. All collection and repayment information is handled in the Student Fiscal Services Office. | Retain until Paid in Full  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 99 06 59159  Rev. 0 | *Satisfactory Academic Progress Annual Files*  Files provide documentation of review of student academic progress to determine if financial aid awards should be suspended for failure to complete credits. Files include a record of potential problem students, notifications of suspension, appeals letters and final determination. | Retain for 3 Years after Final Report Completed/Submitted  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /26/06/04/ Law: Academic Services *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 04 11 60791  Rev. 0 | *Information Release Authorization*  This series provides a record of students authorizing the Law School to release their transcript or issue a letter of good standing, etc. | Retain for 1 Year after End of Quarter  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /26/06/04/ Law: Academic Services  *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 04 11 60790  Rev. 0 | *Rule 9 Intern Practice Certification*  Confirms that an individual is a student at the UW Law School, has completed a certain number of credits and is eligible to apply for legal intern status. Form is completed by the student, confirmed and approved by the Law School and filed with the State Bar Association. | Retain for 1 Year after Date of Filing  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /26/20/ Law: Parenting Evaluation Treatment Program *Academic* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 00 03 59649  Rev. 0 | *PETP Case Files*  Files created in response to court-ordered evaluation of parenting methods. Used to make recommendations for parenting plans, child custody, etc. Evaluators are mental health practitioners enrolled in the PETP. Includes legal documentation, psychiatric testing, interviewer notes, evidence, photos, consent to release, final report, counseling treatments and referrals. Final copy of report is also given to each party involved. See WAC 246-924-354 for retention requirements regarding the case files. | Retain for 22 Years after Final Report Submitted  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# /27/ School of Medicine

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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. 0 | *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 98-80-070 since UW acts as place of cremation. | Retain for 99 Years after Burial/ Return of Ashes  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 01 02 60041  Rev. 0 | *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 98-80-070 since UW acts as place of cremation. | Retain for 99 Years after Burial/ Return of Ashes  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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. 0 | *WBP Donor Files - No Contact/Withdrawal*  Donor forms for individuals registered with program for which no contact can be made (moved) or person has decided to withdraw from program. Includes donor form, notes regarding contact, correspondence, etc. | Retain for 50 Years after Withdraw or Last Contact  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /27/10/ Med: Medical Education and Biomedical Informatics *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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /27/11/04/ Med: Rehab Med: Resident Training 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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

# /28/ School of Dentistry

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| /28/01/02/ Dentistry: Student Services and Admissions *Student Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 90 12 47101  Rev. 0 | *Class Ranking List -- Year End*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 06 10 61350  Rev. 0 | *Degree Verification*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 90 12 46958  Rev. 0 | *Regional and National Board Results*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /28/17/02/ Dentistry: Oral and Maxillofacial Surgery: Oral Pathology *Research* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 90 12 46988  Rev. 0 | *Biopsy Reports (Pathology)*  Provides a medical record of examination made of patient tissue. Also used for research purposes. | Retain for 30 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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 | *Status/Examination Cards for Accepted Patients*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /28/19/01/ Dentistry: Pediatric Dentistry: Pediatric Clinic *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# /29/ School of Nursing

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| /29/03/08/ Nursing: Family and Child Nursing: Center on Infant Health and 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

# /33/ Vice Provost for Diversity and Vice President for Minority Affairs

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| /33/07/ OMA: Instructional Center *Academic* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 05 03 60823  Rev. 0 | *Tutor Database*  Database that tracks the activity of the tutors working for the Instructional Center. Includes time in and out, classes tutored for, personal information, etc. Input is from applications and temporary attendance sheets. | Retain for 6 Years after Last Contact  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /33/09/ OMA: Early Scholars Outreach Program *Student Programs* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 99 08 59260  Rev. 0 | *Early Scholars Outreach Participant Files*  Files track and monitor the academic progress of the participants of the Early Scholars Outreach Program. Participants are tracked from middle school, through high school and into their first year of college. Includes application, tutorial file, grade reports, school data, personal and parent data, correspondence, etc. | Retain for 8 Years after Last Contact  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

# /34/ Warren G. Magnuson Health Sciences Center

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /34/05/ EH&S: Department of Administration & Finance Office (DAFO) *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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 90 5 46236  Rev. 0 | *Instrument Calibration Reports*  Provides a record of instrument calibration. Retention required by WAC 246-221-230 (9)(d) and 246-240-566. | Retain for 3 Years after End of Calendar Year  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 90 5 46240  Rev. 0 | *Monthly Dosimeter Reports*  Provides a record of the monthly processing of dosimetry badges which measure & record radiation exposure to personnel. Includes Report by Series Codes; the monthly reading of badges processed in a single monthly batch. Results are also included in an annual report which is prepared for each individual who is monitored for internal &/or external radiation exposure. Annual reports are filed in the individual's personnel file. Monthly reports provide detailed information on each months reading and are used to supplement the Personnel Files. | Retain for 5 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 90 5 46253  Rev. 0 | *Patient Survey Records*  Provides record of contamination survey done of patient's room during and after radiation therapy. May also include contamination survey of patient. | Retain for 30 Years after End of Calendar Year  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 90 5 46245  Rev. 0 | *Radiation Worker Personnel Files*  Documents personnel radioactive work history at the UW. May include 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 90 5 46260  Rev. 0 | *Radioactive Material Life Cycle 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. | Retain until Termination of UW Radioactive Materials License  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OFM |
| 90 5 46246  Rev. 0 | *Training and Experience in Radiation (Form 20)*  Provides record of employee's personal data and current/expected use of radiation. May also document previous radiation work and experience. | Retain for 30 Years after Termination of UW Radioactive Materials License or X-Ray Registration  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |

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| /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 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 93 03 52146  Rev. 0 | *Dangerous Waste Annual Reports*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 93 03 52148  Rev. 0 | *Dangerous Waste Regulatory Inspections*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 11 08 62664  Rev. 0 | *Department of Transportation Files*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |
| 93 03 52135  Rev. 0 | *Generator Site Files*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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 52136  Rev. 0 | *Hazardous Waste Determinations*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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 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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  ESSENTIAL  OPR |
| 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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /34/05/05/ EH&S: Research and Occupational Safety (Biological) *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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /34/05/06/ EH&S: Campus Preventive Health *Environmental Health and Safety* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |

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| /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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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:  - 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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /34/06/01/ Health Sciences Administration: Health Sciences 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /34/06/03/ Health Sciences Administration: Health Sciences AS&F: Scientific Instruments Division *Program Support* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 18 08 69287  Rev. 0 | *Bone Marrow Transplant Equipment Records*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |
| 18 08 69289  Rev. 0 | *Custom Medical Devices*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /34/06/03/ Health Sciences Administration: Health Sciences AS&F: Scientific Instruments Division  *Program Support* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 18 08 69290  Rev. 0 | *Non-Medical Project Files*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /34/06/04/ Health Sciences Administration: Health Sciences AS&F: Building Management *Facilities Services* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 06 11 61382  Rev. 0 | *Access Card/Photo ID Application*  This series provides a record of Access Card or Photo ID requests. | Retain for 1 Year after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 06 11 61386  Rev. 0 | *Security Logs*  This series provides a record of security inspections throughout Health Sciences. Includes reports of incidents, open doors, and windows, etc. From this log, summary reports are created which end up in the monthly report. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /34/06/06/ Health Sciences Administration: H S 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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /34/06/07/ Health Sciences Administration: Health Sciences AS&F: Laboratory Services *Research* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 09 07 62078  Rev. 0 | *Sterilization Records*  This series provides a record of equipment operation and the proper disposal of waste. Includes the Chemical Integrator Daily Test Results form. | Retain for 6 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OPR |

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| /34/10/03/ Health Sciences Administration: Center on Health and Disability: Autism Center *Assessment* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 17 09 69123  Rev. 0 | *Psychotherapy Notes*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# /38/ School of Public Health

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| /38/03/03/ PH: Environmental Health Lab *Research* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 89 8 44670  Rev. 1 | *Sample Analysis 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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /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. 0 | *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. Summarization of Laboratory Exam Test Results. Paper copy is kept in Records Series 01, Client Folders/Surveys - Results. | Retain for 30 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  ESSENTIAL  OFM |
| 89 9 44837  Rev. 0 | *Client Folders/Surveys - Results*  Provides a record of laboratory tests and results of reported health hazards in the workplace. May include: raw data, quality control, standards, calibration information for environmental and biological samples, final report, etc., related to compensation, claims, and investigation of industrial hygiene and health problems in Washington covered industries. | Retain for 30 Years after End of Calendar Year  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /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 | *Protected Research Data*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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| /38/03/12/ PH: Env and Occ Health Sciences: Continuing Education *Continuing Education* | | | |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| 07 09 61626  Rev. 0 | *Inactive Certificate Folders*  This series provides a record of individuals who are pursuing OSHA certification but fail to complete the coursework within the three year required period. File may include course check list, application, etc. | Retain for 3 Years after Date of Application  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

# /40/ Center for Commercialization

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| /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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OPR |

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| /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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

# /41/ Vice Provost for Planning and Budgeting

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| /41/02/ 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  *then*  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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /41/02/ 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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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| /41/02/ 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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Transfer to Archives for appraisal and selective retention | ARCHIVAL  (Appraisal Required)  NON-ESSENTIAL  OFM |

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| /41/02/ 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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  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  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

Glossary

|  |
| --- |
| *Appraisal* |
| The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records. |
| *Archival (Appraisal Required)* |
| Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met. |
| *Archival (Permanent Retention)* |
| Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation. |
| *Disposition* |
| Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction. |
| *Disposition Authority Number (DAN)* |
| Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series. |
| *Essential Records* |
| Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. 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 the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records. |
| *Non-Archival* |
| Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda. |
| *OPR (Official Public Records)* |
| Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records. |
| *Public Records* |
| Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics. |
| *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 or a number of different types of documents that are filed together to document a specific function. |
| *State Records Committee* |
| 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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