Summary of Changes
University of Washington Records Retention Schedule v.2.21 (October 2022)

New Records Series Added
- One (1) new records series has been added to this records retention schedule:
  1. Electronic Client Case Files 13 Years and Younger (DAN 22-10-69644) p.97
     “Until client reaches age 22 (Non-Archival)”

Retention Changes
- None

Other Minor Changes
- Two (2) records series have changes to their title and/or description:
  1. Property Activity Request (was Property Activity Request (Form 1024)) (DAN 00-05-59703) p.88
  2. Summer Quarter Budget Working Files (was Summer Quarter Budget Working Papers) (DAN 88-11-43134) p.70

Essential Designation Changes
- None

Archival Designation Changes
- None

Archival Series Being Revoked
- A total of 4 “Archival” records series are being revoked.
  - Three (3) “Archival” records series are being revoked as they are covered by another “Archival” records series:
    1. Crime Prevention Publications/60 Day Log (DAN 00-05-59685) covered by State Publications (DAN GS 15008)
    2. Criminal History Audit Reports (DAN 11-12-62912) covered by Criminal History Audit Reports (DAN LE2010-066)
    3. National Incident Based Reporting System (NIBRS) (DAN 88-04-42067) covered by Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR) (DAN LE03-01-47)
  - One (1) “Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
    1. Crime Prevention Programs (DAN 11-12-62919) covered by Crime Prevention Programs (DAN LE2010-025)
Non-Archival Series Being Revoked

- A total of 22 “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. Crime Analysis Files (DAN 11-12-62909) covered by Crime Analysis Files (DAN LE07-01-04)

- Eighteen (18) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. ACCESS, WACIC, and NCIC Validations (DAN 11-12-62911) covered by Criminal History Validations – A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) (DAN LE2010-032)
  2. Agency Property Inventories (DAN 11-12-62922) covered by Weapons (Agency-Issued) (DAN LE27-01-04)
  3. Bulletins (DAN 11-12-62910) covered by Daily Bulletins (DAN LE03-01-18)
  4. Case Files – Juvenile Offenders (DAN 11-12-62913) covered by Juvenile Records – Destruction Eligibility Notification Received from Juvenile Court (DAN LE2015-008)
  5. Citations/Notices of Infraction Issued – Driving Under the Influence (DAN 11-12-62925) covered by Citations/Notices of Infraction Issued – Driving Under the Influence (DAN LE2010-095)
  6. Citations/Notices of Infractions Issue Log (DAN 11-12-62914) covered by Citations/Notices of Infraction – Issued to Officer (DAN LE03-01-12)
  7. Citizen Complaint Files (DAN 00-05-59684) covered by Client/Customer Feedback and Complaints (DAN GS 09016)
  8. Communications Center Recordings (DAN 88-04-42069) covered by All Radio Transmissions (DAN LE06-01-03)
  9. Confidential Informants (CI) Records (DAN 11-12-62921) covered by Confidential Informants (DAN LE14-01-01)
  10. Court Orders –Filed with UWPD (DAN 11-12-62926) covered by Court Orders/Warrants/Writs – Not Acted Upon (DAN LE07-01-12)
  11. Court Orders – Fulfilled by UWPD (DAN 11-12-62915) covered by Court Orders/Warrants/Writs – Acted Upon (DAN LE05-01-04)
  12. Evidence Records (DAN 11-12-62923) covered by Evidence/Property In Custody – Management (DAN LE2010-069)
  14. Investigative Funds (DAN 11-12-62918) covered by Investigative Funds (DAN LE2010-071)
  15. K9 Unit Records-Agency Owned Animals (DAN 11-12-62917) covered by Agency-Owned Animals (DAN LE26-01-02)
  16. Property Forfeited (DAN 11-12-62924) covered by Property Forfeited (DAN LE2010-058)
  17. Property Registration (DAN 11-12-62920) covered by Property Registration (DAN LE25-01-01)
  18. Sex Offender Files (DAN 07-08-61597) covered by Sex/Kidnapping Offender Registration, Monitoring and Contacts (DAN LE20-01-03)

- Three (3) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency:
  1. In-Car Video (DAN 12-06-68270)
  2. Incident Report (DAN 88-04-42061)
  3. Investigation Case Files (DAN 88-04-42068)
Net Reduction in Records Series: 25 (from 452 series down to 427 series)