

Summary of Changes

University of Washington Records Retention Schedule v.2.34 (October 2025)

New Records Series Added

- None

Retention Changes

- Two (2) records series have changes to their retention period/cutoff:
 1. **Biopsy Reports (Pathology) (DAN 90-12-46988) p.111**
Decreased from “30 years after end of calendar year (Non-Archival)” to “10 years after end of calendar year (Non-Archival)”
Rationale: Retention based on 10-year requirement for pathology test reports (42 CFR § 493.1105(a)(6)(ii))
 2. **Chemical Inventory (DAN 00-MM-59594) p.120**
Changed from “30 years after end of year (Non-Archival)” to “30 years after end of calendar year (Non-Archival)”

Other Minor Changes

- Seven (7) records series have changes to their title and/or description:
 1. **Biopsy Reports (Pathology) (DAN 90-12-46988) p.111**
 2. **Close Out Documents (DAN 96-02-56498) p.57**
 3. **Course Comment Sheets (DAN 10-11-62239) p.14**
 4. **E-3 Status Folder (DAN 19-06-69362) p.40**
 5. **H-1 Status Folder (DAN 90-01-45455) p.40**
 6. **ICA: Violations (DAN 12-12-68380) p.81**
 7. **Institutional Review Board Application Files – Approved (DAN 89-01-43542) p.49**
- Thirteen (13) sections/sub-sections have changes to their heading and/or subsection descriptions:
 1. **/09/ Finance, Planning & Budgeting (was /09/ Vice President of Finance) p.58**
 2. **/09/01/01/ Procurement Services (was /09/01/ Procurement Services) p.58**
 3. **/09/01/08/ Payroll (was /09/07/ ISC: Payroll) p.59**
 4. **/09/01/10/ Student Fiscal Services (was /09/11/ Student Fiscal Services) p.60**
 5. **/09/02/03/ Sponsored Programs Finance: Management Accounting and Analysis (was /09/10/ Management Accounting and Analysis) p.62**
 6. **/09/02/04/ Sponsored Programs Finance: Post Award Fiscal Compliance (was /09/22/ Post Award Fiscal Compliance) p.63**
 7. **/09/02/07/ University Controller’s Office: Financial Accounting (was /09/13/ Financial Accounting) p.63**

8. **/09/03/01/ Institutional Assessment and Evaluation** (*was /09/23/ Institutional Assessment and Evaluation*) **p.66**
9. **/51/ Compliance & Risk Services** (new group) **p.144**
10. **/51/01/ CRS: Risk Management** (*was /02/09/01/ CRS: Risk Management*) **p.144**
11. **/52/ Campus Community Safety** (new group) **p.145**
12. **/52/03/ SafeCampus** (*was /10/11/ SafeCampus*) **p.145**
13. **/52/05/ University Police Department** (*was /15/17/ University Police Department*) **p.145**

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Permission Request Letter (DAN 09-09-62099)** **p.30**

Series Being Revoked

- None

No Change in the Number of Record Series (402 Series)