# University of Washington

## Departmental Records Retention Schedule

**REFERENCE:** RCW 40.14

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Record Group #</th>
<th>Records Authority Contact Name</th>
<th>Phone Number</th>
<th>Box Number</th>
<th>Approved by the State</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Privacy Office</td>
<td>/02/08/</td>
<td>Ann Nagel</td>
<td>543-2767</td>
<td>Box 354987</td>
<td>v2.9 (October 2019)</td>
</tr>
</tbody>
</table>

### Title/Description

<table>
<thead>
<tr>
<th>Cut-Off</th>
<th>Records Disposition Authority Number</th>
<th>Disposition Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Advising

Records related to advice the UW Privacy Office provides to other UW offices about the other offices' data protection or privacy practices.

#### 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.

#### 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.

#### 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 in/from UW possession, and the request does not contain sufficient information for UW to confirm the data subject's identity and/or relationship with the UW.

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Records Officer Name  Records Officer Signature
Barbara Benson
### 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 Privacy Office
- UW Office of the Chief Information Security Officer
- UW Medicine Compliance
- Office of Research
- UW Medicine IT Services

### Incidents Requiring Further Action

Records related to information security or privacy incidents resulting in a violation of federal or state laws and regulations or incidents that include patient information. Must include a breach of confidential information, notification to affected individuals, patient information, and/or reporting to a third party etc. 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 Privacy Office
- UW Office of the Chief Information Security Officer
- UW Medicine Compliance
- Office of Research
- UW Medicine IT Services

### Privacy Notices or Statements

Records that provide notice to individuals about UW privacy practices when the records span multiple UW jurisdictions and are approved and published by the UW Privacy Office.
## Third Party Reporting or Inquiry

Records related to an external authority or regulator inquiry or investigation about a violation with a data protection or privacy related law and/or regulation.

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</tr>
</thead>
<tbody>
<tr>
<td>Third Party Reporting or Inquiry</td>
<td>Matter Resolved</td>
<td>6Y</td>
<td>WSGS 25008</td>
<td>SHRED/DELETE</td>
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