



University of Washington
Departmental Records Retention Schedule
REFERENCE: RCW 40.14

APPROVED

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State	
CRS: Risk Management	/02/09/01/ REV: 2	Liane Yeager		Box 354996	2.29 (Oct 2024)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Accident Reports	End of Calendar Year	4Y	WSGS 18008	SHRED/ DELETE
Provides record of miscellaneous reports and correspondence on accidents involving the UW.				
Closed Claims Filed Against State Fidelity Bond	Action on Claim Resolved	6Y	WSGS 01003	SHRED/ DELETE
Provides record of claims filed by the UW to recover losses due to theft.				
Closed Equipment Loss Claims	Action on Claim Resolved	6Y	WSGS 01003	SHRED/ DELETE
Provides record of claims covered by the UW equipment insurance program.				
Commercial Insurance Policies - Extended Claims Reporting Periods	Termination of Contract	50Y	WSGS 01050	SHRED/ DELETE
Commerical insurance policies purchased by UW with extended claims reporting periods. These policies allow for claims to be made long after the insurance policy has expired.				



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Commercial Insurance Policies - Standard	Termination of Contract	6Y	WSGS 01050	SHRED/ DELETE
Standard commercial insurance policies purchased by UW where claim reporting period ends when the policy period ends.				
Employment Liability Claims Files	Claim Resolved	10Y	WSGS 03016	SHRED/ DELETE
Claims filed by a UW Employee against the University, where a third party was involved or caused the accident. May include eye injuries. (RCW51.32.160)				
Environmental Pollution Contaminated Sites Claim Files	Completion of Clean-up or Sale of Land	10Y	WSGS 01003	SHRED/ DELETE
Provides a record of insurance claims relating to the clean-up of contaminated sites which the University owned or owns. May include correspondence, regulatory enforcement documents, legal documents, settlement agreements, reports, surveys, contract records, etc.				
General Liability and Auto Liability Claim Files	Claim Resolved	10Y	89-8-44601	SHRED/ DELETE
Provides 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)				



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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.	Matter Resolved	6Y	WSGS 03003	SHRED/ DELETE
Insurance Carrier Payment Files Provides record of UW insurance payments by carrier (AetnaTec, Washington State Physicians Insurance Association, etc.).	End of Fiscal Year	6Y	WSGS 01001	SHRED/ DELETE
Insurance Policy/Subject Files Provides record of insurance policy information and provisions of various types (property, equipment, etc.).	End of Fiscal Year	6Y	89-8-44608	SHRED/ DELETE
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.	End of Month	1M	WSGS 50005	SHRED/ DELETE



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Internal Claims Management Systems (Riskmaster) Closed Claims Report	End of Month	1M	WSGS 50005	SHRED/ DELETE
Provides computer-run reports of data for closed claims against the UW.				
Marine Claim Files	Claim Resolved	6Y	WSGS 01003	SHRED/ DELETE
Provide records of claims filed against the University of Washington regarding protective and indemnity benefits and marine liability claims.				
Medical and Legal Closed Claim Papers	Action on Claim Resolved	1M	WSGS 50005	SHRED/ DELETE
Provides duplicate information regarding confidential medical and legal documents for closed claims. This material is shredded monthly.				
OSHA Supplementary Record Database	First L&I Claim Closure	10Y	WSGS 03016	SHRED/ DELETE
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.)				



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Potential Claims/Incident Reports/Accident Reports

Provides a record of incidents that may not evolve into claims.

Date of Incident3YWSGS 18008SHRED/ DELETE

Professional Claim Files

Provides record of malpractice claims filed against University or Harborview Medical Centers. (As per RCW 04.16.350.)

Claim Resolved8Y93-05-52289SHRED/ DELETE

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.)

First L&I Claim Closure10YWSGS 03016SHRED/ DELETE

Worker's Compensation Reports Compiled from Database or Received from L&I

Provides a record of analytical reports printed from Riskmaster--Worker's Compensation Module or received from L&I which are used administratively to track workers compensation claim information. (Reports are run or received as requested.)

Administrative Purpose Served0YWSGS 50005SHRED/ DELETE