



Departmental Records Retention Schedule

REFERENCE: RCW 40.14

Office Name	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
Procurement Services	Mary Jane Mackay	616-8363	Box 351110	v1.5 (Sept 2013)

Status/Title/Description	Cut-Off	Retention			Disposition Authority Number	Archival Designation
		Office	Records	Total		
<p>1 Account Reconciliation Reports</p> <p>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.)</p>	End of Biennium	2Y	0Y	2Y	01-08-60135	
<p>2 Budget Activity Report (AM28120-201A) (COM)</p> <p>Reports budget expenditures and revenue, revisions, encumbrances, and salary recaptures for each month by budget number.</p>	Biennium	3Y	3Y	6Y	WSGS 02005	
<p>3 Budget Revenue Summary Report (AM18690-290, 291, 292) (COM)</p> <p>Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by revenue source.</p>	End of Month	3Y	3Y	6Y	WSGS 02005	
<p>4 Budget Status Report (AM28212-202A) (COM)</p> <p>Summarizes budget expenditures and revenues, allotments, encumbrances, and salary recaptures from the beginning of the biennium to the current month by budget number.</p>	Biennium	3Y	3Y	6Y	WSGS 02005	
<p>5 Budget Status Summary Report (AM28670-227, 228, 229) (AM28670-237, 238, 239) (COM)</p> <p>Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by program category, state programs, and budget type.</p>	Merged with Closed Wills and Trusts When Resolved	3Y	3Y	6Y	WAGS02005	
<p>6 Budget Status Summary Report by Budget Number (AM28212-203A) (COM)</p> <p>Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by budget number at the subsidiary ledger level.</p>	End of Month	3Y	3Y	6Y	WSGS 02005	

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7	Cash Transmittal (TC/30) (UW 30-82, UW 1394, copy 1)	End of Month	1Y	5Y	6Y	01-08-60136
	Source Document used to credit departmental budgets when cash and checks are either deposited by Student Accounts: Cashier's Office, or deposited directly to the bank by UW offices.					
8	Consolidated Budget Status Report (AM28225-212B) (COM)	End of Month	3Y	3Y	6Y	WSGS 02005
	Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by department, program, and budget number.					
9	Cost Transfer Invoice (TC/60 and TC/61) (UW 34-104, copy 1) - DISCONTINUED	End of Month	1Y	5Y	6Y	WAGS01006
	Source document for transferring costs of services or supplies between budgets within the UW.					
10	Daily Input Control Logs (IA, IB, IC, ID, etc.)	End of Biennium	2Y	0Y	2Y	93-05-52286r1R20
	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.)					
11	Document Invoice Recaps	End of Month	0Y	6Y	6Y	WSGS 01004
	Supporting documentation for issue of a check. May include: Affidavit of Forged Endorsement, Affidavit of Lost or Destroyed Warrant, Check Request, Check and Warrant Cancellation Register, Foreign Invoice, Per Diem Advance, Petty Cash Advance, Petty Cash Reconciliation, Petty Cash Voucher, Refund Check Request, State of Washington Invoice Voucher, State of Washington Receiving Report, Student Account Listing, Travel Expense Voucher, UW Invoice, Vendor Invoice, etc. (The paper copy of this record series will be destroyed after it is imaged and verified.)					

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12 Encumbrance Adjustment (e-record)

End of Month

3Y 3Y 6Y

WSGS 01004

Tracks changing the amount of an encumbrance (requisition) already entered into the Financial Accounting System.

13 Encumbrance Request (e-record)

End of Month

3Y 3Y 6Y

WSGS 01004

Source document for establishing the amount of an encumbrance (requisition) to be entered into the Financial Accounting System.

14 Hand Check Register

End of Month

3Y 3Y 6Y

WSGS 01013

Provides a record of hand drawn checks which have been entered into FAS (database). (Includes FAS printouts which are created daily and used ensure proper data entry. These printouts can be destroyed at the end of each day--see UWGS 04)

15 Internal Sales Document (UoW 1103)

End of Month

3Y 3Y 6Y

WAGS01006

Records sales of services or supplies by service centers and auxiliary enterprises to other UW entities. Used when the providing budget is a service center or auxiliary enterprise using a budget number which begins with the numerals 14, 15, 16, or 25.

16 IRS 1099 and 1096 Forms

Form Filed

3Y 3Y 6Y

WSGS 01019

Provides a record of reporting to the IRS of moving expenses incurred by university employees and covered by the university. Includes list of vendors valid within the 1099 category as well as special reports.

17 Journal Voucher (TC/35) (UW 34-103, copy 1)

End of Month

2Y 4Y 6Y

WAGS01006

Source document for transfer of funds between UW budgets. Used to credit and debit departmental budgets. Includes Field Advance Requests, and Reverse Expenditure Requests.

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18 ProCard Applications

Card Returned

3Y 3Y 6Y

WAGS01017

Provides a record of application and approval for a University Procurement Card which can be used for work-related purchases in conjunction with a Web-based accounting system.

19 Vendor Control Correspondence

Superseded

1Y 0Y 1Y

01-08-60146

Provides a record of vendor status at the University. Includes payment information and tax identification number.

20 Voided/Cancelled Checks

End of Month

6Y 0Y 6Y

WSGS 01013

Provides a record of checks which were cut but later voided or cancelled.

21 W-9 Form

Superseded

6Y 0Y 6Y

WSGS 01066

This form is received from a vendor who has a contract with the University and is used to correctly report the information on the 1099 forms, such as tax name, address, tax ID, and tax type of a vendor.

22 Purchase Documentation (Requisitions)

File Closed

2Y 4Y 6Y

WSGS 01004

Documents entire purchase procedure. Used to purchase all goods and services at the University not purchased with a Procard. Does not include travel. Includes: Public Works Projects, Blanket Purchase Orders, Bid Documents; Requests for Proposal (RFP); MWBE Documentation, Requests for Information (RFI); Purchase Requisitions (UW1487); On-line Purchase Requisitions; Request for Interview Expenses (UW1033); Request for Moving Expenses (UW1501), Honorariums, etc.

23 Local Purchase Contract

Termination of Contract

2Y 4Y 6Y

WSGS 01050

Provides record of local purchase agreements for a group of items or services to be purchased over a period of time. Includes food bids, vendor bids.

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<p>24 Required Reports</p> <p>Provides a record of statistical reports created to meet either state or federal requirements. Includes MWBE Reports, etc. Includes actual plan and working file. (Actual purchase records are part of Purchase Documentation.)</p>	End of Calendar Year	2Y	4Y	6Y	WSGS 02005	
<p>25 Commercial Card Statement</p> <p>This series is the Central Statement which provides a record of all ProCard and CTA transaction information and payments.</p>	End of Month2	3Y	3Y	6Y	WAGS01017	
<p>26 Payment File</p> <p>Provides a record of changes to, problems with, and modifications of items within the payment process. Also includes CTA payments and correspondence.</p>	End of Month	3Y	3Y	6Y	WSGS 01004	
<p>27 eProcurement System</p> <p>Provides a record of purchases by individual departments made through the eProcurement on-line ordering system. Includes departmental approval for purchases.</p>	End of Month	6Y	0Y	6Y	WSGS 01004	
<p>28 Travel Card Application</p> <p>Provides a record of application and approval for a Travel Card which can be used for an individual's work-related travel purchases in conjunction with a Web-based accounting system.</p>	Account Closed	3Y	3Y	6Y	WAGS01017	
<p>29 Bid Documents</p> <p>A record of proposals (bids) received from vendors for goods or services, in response to a solicitation (RFx). May include any type of RFx, including RFP, RFQ, RFQQ, RFI, or ITB, awarded or denied bids, bid evaluation forms, correspondence, opened bids and correspondence relating to solicitations which were later cancelled, etc.</p>	Contract Awarded or Solicitation Cancel	6Y	0Y	6Y	WSGS 01004	

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30 Cancelled Bids

Bid Process
Cancelled

1Y 0Y 1Y

13-09-68451

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.)