



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
Office of Merchant Services	/09/01/04/ Rev. 1	Kevin Doar	543-8472	354965	V 2.34 (Oct 2025)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

Annual Merchant Assessments Retained per RCW 19.255.020, these records include a yearly assessment of merchants across campus. Includes a confirmation that monthly inspection logs exist, and that individuals have taken required trainings. Includes a record of the payment forms that are accepted by each merchant, confirms that payment card data is being destroyed properly, and includes information about whether the department has their own policies and procedures.	End of Fiscal Year	6Y	WSGS 01001	SHRED/ DELETE
Devices, vendors, and merchants lists List of credit card machines, vendors, and merchants which are actively in use or have been deactivated.	Superseded	6Y	WSGS 16008	SHRED/ DELETE
Merchant Services Policies and Procedures Records of the establishment of policies and procedures documenting major version changes. May include background material, manuals, directives, etc.	Superseded	6Y	WSGS 09028	SHRED/ DELETE
Monthly Inspection Log Log used by departments who use credit card terminals or similar devices to process in-person payments, which records a monthly inspection of these devices. This log includes information such as: serial number, location of device, applicable IP addresses, and other identifiers. It records if a device has been added, relocated, or decommissioned. Retention is per RCW 19.255.020(2). If there are any signs of tampering, the departments contact Office of Merchant Services separately.	End of Fiscal Year	1Y	WSGS 25003	SHRED/ DELETE



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Payment Card Data

Specific sensitive cardholder data elements obtained during electronic financial transactions where the merchant stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc.

Completion of Transaction0YWSGS 01070SHRED/ DELETE

Training Records

A record of presentation or course material developed, gathered and used in merchant training. May include Powerpoint presentations, reference material, outlines, handouts, notes, and evaluations. May include employee registration and rosters.

End of Calendar Year6Y93-8-52741SHRED/ DELETE

Vendors Contracts

Contracts between UW and vendors relating to merchant services.

Contract Superseded or Terminated6YWSGS 01050SHRED/ DELETE