

# University of Washington Records Retention Schedule

**Department Title** Office of Merchant Services  
**Department ID** /09/01/04/

**Series Title** Annual Merchant Assessments

**Series Description** 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.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

**Series Title** Devices, vendors, and merchants lists

**Series Description** List of credit card machines, vendors, and merchants which are actively in use or have been deactivated.

**Series Cutoff** Superseded  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 16008  
**Disposition Method** SHRED/ DELETE

**Series Title** Merchant Services Policies and Procedures

**Series Description** Records of the establishment of policies and procedures documenting major version changes. May include background material, manuals, directives, etc.

**Series Cutoff** Superseded  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 09028  
**Disposition Method** SHRED/ DELETE


**Series Title** Monthly Inspection Log

**Series Description** 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 seperately.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 1Y  
**Disposition Authority Number** WSGS 25003  
**Disposition Method** SHRED/ DELETE

**Series Title** Payment Card Data

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 Records Officer: Perry Tapper

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**Department Title**  
**Department ID**

**Series Description** 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.

**Series Cutoff** Completion of Transaction  
**Series Official Retention** 0Y  
**Disposition Authority Number** WSGS 01070  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Training Records**

**Series Description** 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.

**Series Cutoff** End of Calendar Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** 93-8-52741  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Vendors Contracts**

**Series Description** Contracts between UW and vendors relating to merchant services.

**Series Cutoff** Contract Superseded or Terminated  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** SHRED/ DELETE

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