



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
Student Fiscal Services	/09/01/10/	REV: 15 Carla Perez		355820	2.34 (Oct 2025)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

Accounts Entitled for Refund (SA70115) End of Quarter 0Y 12-09-68323

Provides a list of credit balance accounts that meet refund criteria.

Accounts Receivable End of Fiscal Year 6Y WSGS 01001

Documentation of charges and billing process for services rendered. Documents over awards and adjustments to accounts. May include documentation of invoices, receipt of payment, billing statements, reports on aging and communication with student or office to resolve any payment issues and related documents.

Affixed Payments to Tuition Fees, Surcharges, and Forfeitures- (SA70125-R-25) End of Fiscal Year 6Y WSGS 01001

A report which provides a record of the charged, and affixed tuition payments to tuition distribution budgets. Used to compile a monthly state remittance report. Includes tuition remittance worksheets, supporting journal vouchers and wire transfers.

Armored Transport Slips End of Fiscal Year 6Y WSGS 01001

Provides verification of currency and checks sent to the bank by way of Armored Transit. Also includes second copy of deposit slip (see Bank Records on the University General Schedule for original copy) and money bag slip.



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Audit Report Summary

A summary of audit findings for any of the following types of audits: Federal, State, Internal UW, specific program compliance, etc.

Resolution of audit issues 6Y WSGS 04001

Audit Review and Report- Working Papers

A record of audit reconciliations of loans for federal audit.

Resolution of audit issues 6Y WSGS 04001

Automated Clearinghouse (ACH) Deposit Reports

Record of student financial aid deposits made directly into student bank accounts.

End of Fiscal Year 6Y WSGS 01001

Bank Lock Box

Payment processing performed by bank and reported to UW. Includes check images and used to credit the appropriate account, adjust for errors and reconciliation or bank accounts.

End of Fiscal Year 6Y WSGS 01013



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Banking Records, Reconciliations and Reporting

End of Fiscal Year6YWSGS 01013

A record of transactions with a bank. May include check registers, monthly statements and any supporting reports from the SDB. Also includes returned checks, and any other supporting documentation such as daily cash reports, daily payment transactions, etc., to facilitate the reconciliation.

Bankruptcy Files

Dismissed or Discharged6Y88-11-43121

Provides record of debtors to the university who have declared bankruptcy. Used to determine collectability of debt. May include correspondence, worksheets, First Meeting of Creditors Notice (Schedule of Debt), memos, discharge orders, etc.

Borrower and Promissory Files

Paid in Full6YWSGS 01050

A legal record of the agreement between UW and student for repayment of funds borrowed. May include personal data sheet, statement of rights and responsibilities, copy of disclosure statement, agency referral, comment card, correspondence, loan application, bankruptcy records, death certificate, deferment request, disclosure statement, repayment judgement, cacellation request, overaward notice, credit bureau report, etc.

Borrower's File- Direct Loan Program

Accepted By Servicer0Y96-02-56481

Provides record of legal documents supporting individual student loans funded by the Direct Loan Program. Once loan disbursement is authorized, promissory notes are transferred to the custody of a central national servicer who becomes responsible for loan collection and maintenance.



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Page 4 of 7

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Budget Reconciliation and Reporting

End of Fiscal Year 6Y WSGS 01001

Working papers and supporting SDB reports used to reconcile various Budgets for scholarships, loans, financial aid, accounts receivable, third party billing, health insurance, and the inflow/outflow of money.

Financial Statements/Reports

End of Fiscal Year 6Y WSGS 01001 Potentially Archival

A record of costs, expenditures and revenues. Includes the annual loan fund report, HRSA annual operating report, and any financial report required to third parties.

Funding Accounting Reports

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

Monthly reports issued by Billing Servicer used to prepare working papers and facilitate audit process for Annual Loan Fund Report.

Lists and Logs

End of Fiscal Year 6Y 12-09-68323

Lists and logs used to ensure the correct data was queried, input, or updated. Includes various SDB reports and queries including: Control Reports and Process Summaries, Batch Aid Disbursement Files - SA50200, Batch Charges Received - SA80305, Late Tuition Payment Fee Placement - SA10105-R09, Loan Past Due Holds - SL10230, Past Due Hold Placement - SA10105-R08, Printed Aid Check Exceptions - SA50110-D02, SDB Purge Status - SF90210, New Loan Transaction Summary -BEL SL10115, New Loan Transaction Summary - Institutional - SL10110, Disbursement Adjustments - SL50400, Non Tuition Charge Cancellation - SA10105-R05/R11 batch, etc.

Records Officer Name Records Officer Signature

Emily Lemieux

DocuSigned by:

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Litigation Files Material created specifically in response to litigation. May be in the form of background material, evidence files, correspondence, meeting minutes, reports, statistics, etc.	Termination of Litigation	10Y	WSGS 18004	SHRED/ DELETE
Non-Debt Bankruptcy Files Provides record of bankruptcy notices sent to the UW where no university debt has been found for the individual or entity.	Receipt	0Y	WSGS 50005	
Non-Resident Aliens Annual Tax Report Report identifying non-resident aliens with taxable income. The report is submitted to the UW Payroll Office for final submission to the IRS.	End of Calendar Year	1Y	WSGS 50005	
Petition Forms Provides a record of students who have petitioned for cancellation of tuition and fees.	End of Fiscal Year	6Y	12-06-68269	



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Page 6 of 7

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Petty Cash

End of Fiscal Year 6Y WSGS 01001

Records of expenditures from a departmental revolving fund. May include Application for Revolving Fund; Petty Cash Vouchers with supporting documents such as sales slips; cash register receipts; paid invoices; Receipt for Petty Cash Advance; bank records such as deposit tickets, statements, reconciliations, cancelled checks, etc.; Departmental Revolving Fund Invoice Vouchers or State of Washington Invoice Vouchers and Petty Cash Reconciliations used to request reimbursement from Procurement Services; etc.

Scholarship Files

End of Quarter 6Y 90-01-45496

Includes Donor/Source of Funds, documentation of sponsor liability, sponsor correspondence, remittance copies of checks, and correspondence with students. Either physical checks or images on CD-ROM received from the bank are maintained.

Student Aid Files - Quarterly and Yearly

End of Fiscal Year 6Y WSGS 50005

Printout from database provides quarterly and yearly verification of aid student receives. Used to reconcile amounts awarded and amounts not spent. Reports are cumulative.

Tuition Account Record--Student Database

Last Quarter of Enrollment 6Y 96-MM-57108

The database which provides a comprehensive daily record, by student number, of tuition and fee charges, tuition related charges, payments, credits and refunds. Includes Teaching Assistant/Research Assistant Fee Waiver Report (SA80110-R-01, SA80110-R-02).

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Uncollectables

Provides a record of uncollectables including any reporting and analysis of the accounts. Includes account history and approval of uncollectable status as well as database reports.

End of Quarter
in which
Declared
Uncollectable

6Y

WSGS 01003

UW Initiated Loans- Legal Files

Documents the establishment and maintenance of institutional loan programs. Files provide the legal basis and justification for the establishment of the student loans initiated by the UW.

Funds
Dispersed

6Y

89-10-45081

Archival

Western Interstate Committee for Higher Education (WICHE) Report

Provides guarantee for non-resident exemptions of out-of-state fees. Includes correspondence authorizing expenditures.

End of Quarter

6Y

12-06-68269