



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 |
|----------------------|----------------|--------------------------------|------------------------------|--------------------|-----------------------|
| Procurement Services | /09/01/ | REV: 22 Ray Hsu | 206-543-0793 | 354967 | v 2.29 (Oct 2024) |
| Title/Description | Cut-Off | Records Retention | Disposition Authority Number | Disposition Method | |

Account Reconciliation Reports

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.)

End of Biennium 2Y 01-08-60135

Bid Documents

A record of proposals (bids) received from vendors for goods or services, in response to a solicitation (RFx). May include but is not limited to any type of RFx, including RFP, RFQ, RFQQ, RFI, or ITB, awarded bids, bid evaluation forms, correspondence, statements of qualification, applications.

Completion of purchase or fulfillment of contract 6Y WSGS 06004

Bids - Unsuccessful and Cancelled

Records relating to bids and proposals which are not accepted. Also includes 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.)

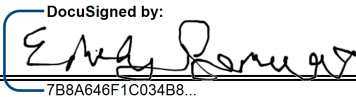
Bid Awarded or Decision Not To Proceed 3Y WSGS 06007

Budget Activity Report (AM28120-201A) (COM)

Reports budget expenditures and revenue, revisions, encumbrances, and salary recaptures for each month by budget number.

End of Fiscal Year 6Y WSGS 01001

Records Officer Name
Emily Lemieux

Records Officer Signature

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Budget Revenue Summary Report (AM18690-290, 291, 292) (COM)

End of Fiscal Year 6Y WSGS 01001

Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by revenue source.

Budget Status Report (AM28212-202A) (COM)

End of Fiscal Year 6Y WSGS 01001

Summarizes budget expenditures and revenues, allotments, encumbrances, and salary recaptures from the beginning of the biennium to the current month by budget number.

Budget Status Summary Report (AM28670-227, 228, 229) (AM28670-237, 238, 239) (COM)

Merged with Closed Wills and Trusts When Resolved 6Y WSGS 01001

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.

Budget Status Summary Report by Budget Number (AM28212-203A) (COM)

End of Fiscal Year 6Y WSGS 01001

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.



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Cash Transmittal (TC/30) (UW 30-82, UW 1394, copy 1)

End of Fiscal Year 6Y WSGS 01013

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.

Commercial Card Statement

End of Fiscal Year 6Y WSGS 01001

This series is the Central Statement which provides a record of all ProCard and CTA transaction information and payments.

Consolidated Budget Status Report (AM28225-212B) (COM)

End of Fiscal Year 6Y WSGS 01001

Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by department, program, and budget number.

Cost Transfer Invoice (TC/60 and TC/61) (UW 34-104, copy 1)

End of Fiscal Year 6Y WSGS 01001 RECYCLE/DELETE

Source document for transferring costs of services or supplies between budgets within the UW.



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Daily Input Control Logs (IA, IB, IC, ID, etc.)

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.)

End of Biennium2Y93-05-52286

Document Invoice Recaps

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.)

End of Fiscal Year6YWSGS 01001RECYCLE/DELETE

Encumbrance Adjustment (e-record)

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

End of Fiscal Year6YWSGS 01001

Encumbrance Request (e-record)

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

End of Fiscal Year6YWSGS 01001



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eProcurement System

End of Fiscal Year 6Y WSGS 01001

Provides a record of purchases by individual departments made through the eProcurement on-line ordering system. Includes departmental approval for purchases.

Hand Check Register

End of Fiscal Year 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)

Internal Sales Document (UoW 1103)

End of Fiscal Year 6Y WSGS 01001

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.

IRS 1099 and 1096 Forms

Form Filed 6Y WSGS 01071

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.



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| Journal Voucher (TC/35) (UW 34-103, copy 1) | End of Fiscal Year | 6Y | WSGS 01001 | SHRED/ DELETE |
| Source document for transfer of funds between UW budgets. Used to credit and debit departmental budgets. Includes Field Advance Requests, and Reverse Expenditure Requests. | | | | |
| Local Purchase Contract | Termination of Contract | 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. | | | | |
| Payment File | End of Fiscal Year | 6Y | WSGS 01001 | |
| Provides a record of changes to, problems with, and modifications of items within the payment process. Also includes CTA payments and correspondence. | | | | |
| ProCard Applications | End of Fiscal Year | 6Y | WSGS 01001 | |
| 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. | | | | |



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Purchase Documentation (Requisitions)

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.

End of Fiscal Year File Closed6YWSGS 01001RECYCLE/DELETE

Required Reports

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.)

End of Fiscal Year6YWSGS 01001

Travel Card Application

Provides a record of application and approval for a Travel Card or a Central Travel Card which can be used for an individual or department's work-related travel purchases in conjunction with a Web-based accounting system.

End of Fiscal Year File Closed6YWSGS 01001

Vendor Control Correspondence

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

Superseded1Y01-08-60146



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Vendor COVID-19 Vaccination Status Verification Records

Declaration records submitted by vendors documenting employee COVID-19 vaccination status. Includes all employers of any suppliers, vendors, or contractors who may be working at a University of Washington location. Includes but is not limited to: declarations relating to vaccination status, lists/logs of employees documenting the verification of their vaccination status, evidence of COVID-19 vaccinations.

End of fiscal year in which the vaccine attestation was submitted6Y22-02-69647SHRED/ DELETE

Voided/Cancelled Checks

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

End of Fiscal Year6YWSGS 01013

W-9 Form

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.

Superseded6YWSGS 01066