



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
Treasury Office	/09/02/05/ REV: 12	Daniela Choto	206-616-6033	359441	v.2.34 (Oct 2025)
Title/Description	Cut-Off		Records Retention	Disposition Authority Number	Disposition Method

Annuity and Life Income Trust Reports Provides a record of the legal documentation and correspondence as well as financial reporting and documentation of liquid gift and managed assets. Upon death of the donor funds may be transferred directly to University departments named in the trust or may be maintained by this office as part of the general endowment fund.	Trust Liquidated	6Y	WSGS 01050	Potentially Archival
Bank Letters/Documents All bank letters sent and received between UW and Bank partners regarding transactions, agreements, and products	End of Fiscal Year	6Y	WSGS 01013	SHRED/ DELETE
Bank Statements Daily bank statements of UW's bank operating bank account of transactions, fees, etc.	End of Fiscal Year	6Y	WSGS 01013	SHRED/ DELETE
Bond Issuance, Financial Analysis or Internal Loan Projects - Not Approved Projects which do not move forward or not approved and are not revived.	Last Activity	2Y	WSGS 09022	SHRED/ DELETE



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Bond or Debt Issuance - Working Papers

Supporting documentation and working papers used to create external reports and communications issued for debt and financial instruments.

End of Fiscal Year in which the Transaction Closes 6Y WSGS 09030 SHRED/ DELETE

Bond or Debt Issuance - Drafts

Drafts of either reports or work further revised to another version or final copy of the report, including drafts of POS and edits, preliminary POS and versions of the preliminary POS., etc.

Administrative Purpose Served 0Y WSGS 50008 SHRED/ DELETE

Bond or Debt Issuance: External Reporting

Final statements and reports issued for debt issuance and maintenance of the financial instrument and/or captured in the Bond Transcript (including final POS and Final OS). Includes regulatory and ongoing disclosures for the life of the financial instrument.

Life of Bond 6Y WSGS 01069 Potentially Archival

Bond Pricing Information

Information relating to market and after market pricing, including post-market trades, final numbers, etc.

Debt Issuance 6Y WSGS 10016 Potentially Archival

Records Officer Name Records Officer Signature

Emily Lemieux

DocuSigned by:

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Daily Cash Forecast	End of Fiscal Year	6Y	WSGS 01013	SHRED/ DELETE
Daily calculation of UW's cash position in UWs Bank Accounts with bank transaction records				
External Trust--Financial Transaction Documents	End of Fiscal Year	6Y	WSGS 01001	SHRED/ DELETE
Documents actions taken and spending and distribution of External Trust funds. Includes bank statements and other financial documents.				
External Trusts--Legal Agreements	Trust Liquidation	6Y	WSGS 01050	Potentially Archival
Documents information regarding trust agreements where the University is a beneficiary. Includes legal documentation.				
Financial Analysis and Internal Loan Records - Report/Final Product	End of Fiscal Year in which the Project Closes	6Y	WSGS 10016	Potentially Archival
Records created to analyze projections and projects as needed for internal decision making, reports to the Board of Regents or other UW departments.				



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Financial Analysis-Report/Final Product-Drafts Drafts of reports and working papers superseded by final report or next version.	Administrative Purpose Served	0Y	WSGS 50008	SHRED/ DELETE
Financial Analysis-Report/Final Product-Working Papers Working papers created to produce various financial analysis projects. Includes proforma work, stress testing, rate stabilization analysis, financial forecasting, what-if analysis, and analysis and projections for projects.	Project Complete	6Y	WSGS 09030	SHRED/ DELETE
Financial and Cash Forecast - Report/Final Product Final financial and cash forecast models and final internal presentations.	End of Fiscal Year	6Y	WSGS 10001	Archival
Financial and Cash Forecast - Working Papers Supporting documentation and working papers used to create institutional financial forecast ("debt capacity forecast"), cash forecast, and other models.	End of Fiscal Year	6Y	WSGS 09027	SHRED/ DELETE



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Financing Agreement--Internal Loans

Life of Note/
Maturity

6Y

WSGS 01050

SHRED/ DELETE

Loan origination agreement which identifies the terms and conditions for an internal loan.

Forecasting Data - Working Papers

End of Fiscal
Year

6Y

WSGS 09027

SHRED/ DELETE

Records created to assess internal data for various projects, to establish new internal processes, or to assess software/system needs.

Individual Endowment Folders

Endowment
Liquidated

6Y

WSGS 01050

Potentially Archival

Provides detailed information regarding individual endowment agreements and actions.

Investment Accounting Records

End of Fiscal
Year

6Y

WSGS 01001

SHRED/ DELETE

Working papers and supporting reports used to reconcile endowment and investment accounts including gifts, fund movements, transactions, endowment units, general ledger entries, and calculations.



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Other Financial Analysis and Reporting - Report/Final Product	End of Fiscal Year	6Y	WSGS 10001	Archival
Records created to analyze projections and projects as needed for internal decision making, reports to the Board of Regents or other UW departments, and internal approval letters.				
Public Deposit Protection Commission (PDPC) Agreements	Account Closed	6Y	WSGS 01050	Archival
PDPC Agreements on bank accounts opened outside of State of WA approved by State Treasury.				
Technology Transfer Related Securities	Security Sold or Liquidated	6Y	WSGS 01050	SHRED/ DELETE
Provides a record of legal documentation and correspondence as well as financial reporting of securities received or sold in relation to Technology Transfer license agreements. Positions are held until relationship with company is terminated.				