

# University of Washington Records Retention Schedule

**Department Title** Treasury Office  
**Department ID** /09/02/05/

**Series Title** Annuity and Life Income Trust Reports

**Series Description** 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.

**Series Cutoff** Trust Liquidated  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** POTENTIALLY ARCHIVAL

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**Series Title** Bank Letters/Documents

**Series Description** All bank letters sent and received between UW and Bank partners regarding transactions, agreements, and products

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01013  
**Disposition Method** SHRED/ DELETE

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**Series Title** Bank Statements

**Series Description** Daily bank statements of UW's bank operating bank account of transactions, fees, etc.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01013  
**Disposition Method** SHRED/ DELETE

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**Series Title** Bond Issuance, Financial Analysis or Internal Loan Projects - Not Approved

**Series Description** Projects which do not move forward or not approved and are not revived.

**Series Cutoff** Last Activity  
**Series Official Retention** 2Y  
**Disposition Authority Number** WSGS 09022  
**Disposition Method** SHRED/ DELETE

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**Series Title** Bond or Debt Issuance - Working Papers

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

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**Series Cutoff** End of Fiscal Year in which the Transaction Closes  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 09030  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Bond or Debt Issuance - Drafts**

**Series Description** 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.

**Series Cutoff** Administrative Purpose Served  
**Series Official Retention** 0Y  
**Disposition Authority Number** WSGS 50008  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Bond or Debt Issuance: External Reporting**

**Series Description** 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.

**Series Cutoff** Life of Bond  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01069  
**Disposition Method** POTENTIALLY ARCHIVAL

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**Series Title** **Bond Pricing Information**

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

**Series Cutoff** Debt Issuance  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 10016  
**Disposition Method** POTENTIALLY ARCHIVAL

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**Series Title** **Daily Cash Forecast**

**Series Description** Daily calculation of UW's cash position in UWs Bank Accounts with bank transaction records

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01013  
**Disposition Method** SHRED/ DELETE

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**Series Title** **External Trust--Financial Transaction Documents**

**Series Description** Documents actions taken and spending and distribution of External Trust funds. Includes bank statements

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and other financial documents.

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

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**Series Title External Trusts--Legal Agreements**

**Series Description** Documents information regarding trust agreements where the University is a beneficiary. Includes legal documentation.

**Series Cutoff** Trust Liquidation  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** POTENTIALLY ARCHIVAL

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**Series Title Financial Analysis and Internal Loan Records - Report/Final Product**

**Series Description** Records created to analyze projections and projects as needed for internal decision making, reports to the Board of Regents or other UW departments.

**Series Cutoff** End of Fiscal Year in which the Project Closes  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 10016  
**Disposition Method** POTENTIALLY ARCHIVAL

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**Series Title Financial Analysis-Report/Final Product-Drafts**

**Series Description** Drafts of reports and working papers superseded by final report or next version.

**Series Cutoff** Administrative Purpose Served  
**Series Official Retention** 0Y  
**Disposition Authority Number** WSGS 50008  
**Disposition Method** SHRED/ DELETE

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**Series Title Financial Analysis-Report/Final Product-Working Papers**

**Series Description** 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.

**Series Cutoff** Project Complete  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 09030  
**Disposition Method** SHRED/ DELETE

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**Series Title Financial and Cash Forecast - Report/Final Product**

**Series Description** Final financial and cash forecast models and final internal presentations.

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**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 10001  
**Disposition Method** ARCHIVAL

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**Series Title** Financial and Cash Forecast - Working Papers

**Series Description** Supporting documentation and working papers used to create institutional financial forecast ("debt capacity forecast"), cash forecast, and other models.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 09027  
**Disposition Method** SHRED/ DELETE

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**Series Title** Financing Agreement--Internal Loans

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

**Series Cutoff** Life of Note/ Maturity  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** SHRED/ DELETE

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**Series Title** Forecasting Data - Working Papers

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

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 09027  
**Disposition Method** SHRED/ DELETE

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**Series Title** Individual Endowment Folders

**Series Description** Provides detailed information regarding individual endowment agreements and actions.

**Series Cutoff** Endowment Liquidated  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** POTENTIALLY ARCHIVAL


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**Series Title** Investment Accounting Records

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

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**Series Title** Other Financial Analysis and Reporting - Report/Final Product

**Series Description** 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.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 10001  
**Disposition Method** ARCHIVAL

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**Series Title** Public Deposit Protection Commission (PDPC) Agreements

**Series Description** PDPC Agreements on bank accounts opened outside of State of WA approved by State Treasury.

**Series Cutoff** Account Closed  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** ARCHIVAL

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**Series Title** Technology Transfer Related Securities

**Series Description** 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.

**Series Cutoff** Security Sold or Liquidated  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** SHRED/ DELETE

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