



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
Records Management Services	/09/04/	REV: 6	Barbara Benson	543-7950	Box 354910	v2.19 (June 2022)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method		

Accession and Disposal Register

End of Calendar Year 6Y WSGS 11009

Register is used to assign unique accession and disposal numbers to departmental requests for storage of records and batches of records identified for disposition. Used to enhance intellectual control over UW Records Center holdings.

Accession Packets

Disposal of Last Record 0Y WSGS 11009

Packets provide inventory of records accessioned into the UW Records Center from UW departments and are used to track records in storage for each office. Includes Records Transfer Inventory Form (RTI) - the official form used to request storage of boxes, and Accession Confirmation Report - a database generated listing of records from RTI with the corresponding UW Records Center box location codes. Once all boxes included on the RTI are disposed of the Accession Packet is merged with the Complete Disposal Packet.

Complete Disposal Packets

Life of Agency 0Y WSGS 11005

Tracks the disposition of all boxes from an accession. Files consist of Accession Packet, signed Disposition Notification, and Pick-Up/Delivery forms for records being delivered back to the office.

Disposition Review Records

End of Calendar Year 1Y WSGS 50011

Documents the disposal review process used to identify and verify boxes eligible for disposition.

Records Officer Name Records Officer Signature

Barbara Benson

DocuSigned by:

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File and Box Retrieval Requests

This series provides a record of database printouts of files and boxes that are requested on a given day. Includes the name of the person pulling the file and any notes regarding the file.

Search Complete 2Y WSGS 50005

Records Management Database

This database tracks all the functions of the Records Management Services office, including retention scheduling, file retrievals, box storage and destruction, department information, such as Records Authority and Coordinator, last contact, etc.

End of Calendar Year 6Y WSGS 11009

Records Retention Schedules

UW departmental retention schedules that have been approved by the department, UW Records Management Services, and the State Records Committee. Schedules include series title, function or purpose of the series, location of official copy, cut-off frame, retention period, state assigned Disposition Authority Number (DAN), and remarks. A comment page with notes regarding the department or changes to the schedule is attached to the schedule. This series also includes the UW General Records Retention Schedule and Departmental Contact Sheet.

Last Record Disposed of 1Y WSGS 11003

Records Retention Schedules Working Files

Working files for retention scheduling projects, either departmental or for the UW General Records Retention Schedule. Reference material which provides background regarding the project or department for future questions or revisions of retention schedules. Files may include, but are not limited to: notes from surveys of offices, correspondence, drafts of schedules (with edits), and legal research information.

Schedule Revised 10Y WSGS 50008 Potentially Archival

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Row Audit

This series provides a record of the annual audit of box locations in the University Records Center. Any issues regarding a box are noted in the database.

Subsequent Row Audit Issues Resolved 0Y WSGS 11009

Van Use Log

Tracks trips made by UW Records Center and UW Archives staff using the UW Records Center van. Includes date, unit (UWRC or UW Archives), destination, cubic feet transporting, time in/out, mileage in/out, and total time/mileage.

End of Calendar Year 3Y WSGS 07003

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