



University of Washington
Departmental Records Retention Schedule
 REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority	Contact Name	Phone Number	Box Number	Approved by the State
Records Management Services	/09/04/	REV: 5	Barbara Benson	543-7950	Box 354910	v2.9 (Oct 2019)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method		

Accession and Disposal Register

Register is used to assign unique accession and disposal numbers to incoming departmental requests for storage or shredding of records. Also used to track storage and disposal at the UW Records Center. Includes office name, record group number, Accession/Disposal/Uncertified Disposition (UCD) number, and cubic feet. May also include Pickup Log information.

End of Calendar Year 6Y 90-8-46563

Accession Packets

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.

Disposal of Last Record 0Y 90-8-46561

Complete Disposal Packets

Provides a record of the disposition of all boxes from an accession. Boxes may be destroyed, transferred to the UW Archives or returned to the originating department, either at their request or if they did not respond to Disposition Control Forms. Files consist of Accession Packet, Disposition Control Forms - authorization from UW offices to dispose of boxes which have passed their retention, Disposition Confirmations - consisting of date and control number assigned when boxes were destroyed and Pick-Up/Delivery forms for records being delivered back to the office.

Last Record Disposed of 6Y 90-8-46570

Disposition Notification Log

Log of Disposition Notification Forms sent to UW departments for signature(s) authorizing the disposition of boxes at the end of their retention. Indicates number of boxes to be disposed of from each record group, and total number of boxes to be destroyed. Used to track date forms were sent, returned, and which departments have yet to respond.

End of Calendar Year 1Y 90-8-46571

Records Officer Name	Records Officer Signature
Barbara Benson	



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Disposition Review Records

This series provides a record of the paperwork created during the disposal review process, such as the reviewed pull copies containing notes made by RM staff, and the database printout showing the offices containing records eligible for disposition.

End of Calendar Year 1Y 90-8-46569

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 6M 90-8-46577

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 09-01-61899

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

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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 5Y 88-9-42814 Potentially Archival

Shredding/Recycling Log Sheets

Daily log is used to track boxes which have been disposed of either by shredding or recycling. Includes number of boxes disposed of for each record group, accession number/UCD number assigned to boxes and date recycled or shredded.

End of Calendar Year 6Y 99-06-59146

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 90-8-46582

Records Officer Name Records Officer Signature
Barbara Benson