



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
Financial Accounting: Office of Merchant	/09/13/02/	Gordon Scherer	206-685-4103	354966	V 2.23 (April 2023)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

Annual Merchant Assessments

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

Retained per RCW 19.255.020, these records include a yearly assessment of merchants across campus. Includes a confirmation that monthly inspection logs exist, and that individuals have taken required trainings. Includes a record of the payment forms that are accepted by each merchant, confirms that payment card data is being destroyed properly, and includes information about whether the department has their own policies and procedures.

Devices, vendors, and merchants lists

Superseded 6Y WSGS 16008 SHRED/ DELETE

List of credit card machines, vendors, and merchants which are actively in use or have been deactivated.

Merchant Services Policies and Procedures

Superseded 6Y WSGS 09028 SHRED/ DELETE

Records of the establishment of policies and procedures documenting major version changes. May include background material, manuals, directives, etc.

Monthly Inspection Log

End of Fiscal Year 1Y WSGS 25003 SHRED/ DELETE

Log used by departments who use credit card terminals or similar devices to process in-person payments, which records a monthly inspection of these devices. This log includes information such as: serial number, location of device, applicable IP addresses, and other identifiers. It records if a device has been added, relocated, or decommissioned. Retention is per RCW 19.255.020(2). If there are any signs of tampering, the departments contact Office of Merchant Services separately.

Records Officer Name Records Officer Signature

Barbara Benson

DocuSigned by:

Barbara Benson

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Payment Card Data

Specific sensitive cardholder data elements obtained during electronic financial transactions where the merchant stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc.

Completion of Transaction 0Y WSGS 01070 SHRED/ DELETE

Training Records

A record of presentation or course material developed, gathered and used in merchant training. May include Powerpoint presentations, reference material, outlines, handouts, notes, and evaluations. May include employee registration and rosters.

End of Calendar Year 6Y 93-8-52741 SHRED/ DELETE

Vendors Contracts

Contracts between UW and vendors relating to merchant services.

Contract Superseded or Terminated 6Y WSGS 01050 SHRED/ DELETE

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