



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	
Disability Services Office	/10/09/ REV 1		Ian Campbell	685-7669	Box 354960	v.2.32 (April 2025)	
Title/Description				Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Accommodation Case Files and Consultations (After 11/10/97)

File Closed 6Y WSGS 18010 SHRED/ DELETE

Provides a record of equipment purchased, modifications made to work spaces, and/or special measures taken for faculty, staff or the general public who need special accommodation or disability parking/ transportation. May include job analysis, correspondence, notes, memoranda, etc.

Non-matriculated Student Disabilities Record Files

File Closed 6Y 14-09-68533 SHRED/ DELETE

Record of diagnostic reports from treatment providers regarding disability (ies), records of the history of accommodations requested/offered, correspondence and notes relevant to the provision of accommodation.

Records Officer Name
Barbara Benson

Records Officer Signature
 DocuSigned by:
Barbara Benson
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