



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	
University Advancement: Gift Services	/11/05/01/ REV: 8	Tobin Eckholt	685-9860	Box 359505	v. 2.28 (Feb 2024)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Donation Record (Batch Envelopes) (Batch Material)	End of Fiscal Year	6Y	WSGS 01001	SHRED/ DELETE
Provides a record of amount of donation, name of donor, and conditions placed on donations for inside and outside batches. May include: Receipt of Tender of Gift (UW1311), Credit Card Slip, Gift Transmittal (UW1310), correspondence, solicitation material, etc.				
Fund Files	Budget closed	6Y	WSGS 01050	SHRED/ DELETE
Provides detailed documentation regarding the establishment and definition of the UW gift fund budgets. Documents agreements supporting the budgets. Does not include original financial information.				
Gift Securities	Liquidation of Securities	6Y	WSGS 01001	SHRED/ DELETE
A record of sales and distribution of revenue from stocks and securities. May include confirmation of sale, distribution of funds, stock certificates, correspondence, etc.				