



University of Washington
Departmental Records Retention Schedule
REFERENCE: RCW 40.14

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Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State	
Experimental College (ASUW)	/15/13/04/ REV: 2	Rene Singleton	543-2380	Box 352238	v.2.10 (Dec 2019)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Budget Requests

End of Biennium 2Y WSGS 50005 SHRED/ DELETE

Provide duplicate record of budget requests submitted to the ASUW and retained by the Student Activities Office.

Course Proposals Accepted-- Master List

End of Quarter 2Y 12-09-68323 SHRED/ DELETE

Provides master listing each quarter of course proposals which have been accepted. Used for information prior to publication of the course catalog.

Instructor Discipline Log

End of Calendar Year 6Y 12-09-68323 SHRED/ DELETE

May include correspondence, or notes about complaints regarding instructors.

Instructor Feedback Forms -- Individuals

Termination of Instructor Agreement 1Y WSGS 50012 SHRED/ DELETE

Provide record of the evaluation of a particular instructor by a participant in an Experimental College class. (Ratings from these individual forms are compiled into an Instructor Feedback Summary which is retained in the Instructor File for 6 years after termination of Instructor Agreement.)

Records Officer Name Records Officer Signature

Barbara Benson



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Instructor Files

Provide record of instructors teaching Experimental College classes. Include correspondence, interview notes, sample of class handouts, course outlines, course proposals, credential forms, Instructor Agreements, Instructor Feedback Summaries, etc. (Records of instructors whose course proposals are not accepted are included in records series "Course Proposal Packets -- Unaccepted".)

Termination of Instructor Agreement 6Y WSGS 01050 SHRED/ DELETE

Instructors Not Interviewed List

Provides a listing of instructors applying to teach classes through the Experimental College but who were not interviewed.

End of Quarter 2Y 12-09-68323 SHRED/ DELETE

Numbered Cash Cards

Provides record of cards numbered in a different series for each category of participant, and used to account for cash received. Card numbers indicate how many registrations are received in various categories. A card with a unique number (for that quarter) is attached to each registration form processed.

End of Quarter 6Y WSGS 01001 SHRED/ DELETE

Permanent Course Deletion Forms

Provide record of courses that will no longer be offered by the Experimental College. (A summary listing is created from these forms at the end of the year -- see records series entitled "Permanent Course Deletions Summary".)

End of Calendar Year 0Y WSGS 50001 SHRED/ DELETE

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Permanent Course Deletions Summaries

Provide annual summary listings of courses terminated during the year which will no longer be offered by the Experimental College.

End of
Calendar
Year10Y12-09-68323SHRED/ DELETE

Permanent Instructor Deletion Summaries

Provide annual summary listing of instructors whose classes have been eliminated.

End of
Calendar
Year10Y12-09-68323SHRED/ DELETE

Permanent Instructor Deletions Forms

Provide record of instructors who will no longer be teaching a particular class through the Experimental College. (Forms are summarized at the end of the year in records series entitled "Permanent Instructor Deletions Summary".)

End of
Calendar
Year0YWSGS 50001SHRED/ DELETE

Position Manuals

Provides record of policies, procedures, staff rosters, job duties and responsibilities for each position within the administrative office of the Experimental College.

Superseded1YWSGS 09028Archival

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Registration Database

Creation of Record 0Y 12-09-68323 SHRED/ DELETE

Provides computer record of registrations. Includes names and addresses of registrants and classes registered for, etc. Computer program automatically deletes records after retaining them for 3 quarters, such that at any one time registrations from the previous quarter, the current quarter and the coming quarter are available on computer.

Records Officer Name Records Officer Signature

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