



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
Med: Comparative Med: Administration	/27/06/ REV: 7	Paul Park		206-221-3508	357190	v.2.31 (Feb 2025)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method		

Animal Health Record Provides record of base data regarding the health of a research animal, physical exam results, lab evaluations, etc. Includes animal identification number, USDA number, lab work requests & reports, Dead or Sick Animal Report/Treatment Orders, Post-Surgical Care Reports, X-Rays, etc.	Animal Death or Disposition	6Y	93-MM-52788	SHRED/ DELETE	
Animal Request/Order Form Provides record of requests from UW departments for the purchase of animals to be used in research. Includes name of investigator, vendor, species, date of order, date of shipment, date received, non-approved vendors forms/reports, etc. Used as source document to generate CTIs or ISDs to bill departments.	End of Fiscal Year	6Y	WSGS 01001	SHRED/ DELETE	
Service Charge Form Provides record of requests by other UW departments for lab or transportation services provided by Department of Comparative Medicine. Includes cost of animal housing and supplies. Used as source document by Animal Billing to initiate the billing of departments.	End of Fiscal Year	6Y	WSGS 01001	SHRED/ DELETE	
Training Records This series provides a record of animal facility staff training, including training and orientation files including relevant emails by individual attendee, UW departmental and outside agency training reports (EH&S, OAW, AALAS), occupational health clearances/hazardous assessments for PPE by individual. Also includes training records/rosters, such as but not limited to small and large animal care and maintenance procedures, ABSL2 procedures, cagewash procedures, sick/dead animal reporting.	End of Calendar Year	6Y	93-8-52741	SHRED/ DELETE	