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University of Washington Records Retention Schedule

Department Title **Med: Comparative Med: Administration**
Department ID /27/06/

Series Title **Animal Health Record**
Series Description 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.

Series Cutoff	Animal Death or Disposition
Series Official Retention	6Y
Disposition Authority Number	93-MM-52788
Disposition Method	SHRED/ DELETE

Series Title **Animal Request/Order Form**
Series Description 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.

Series Cutoff	End of Fiscal Year
Series Official Retention	6Y
Disposition Authority Number	WSGS 01001
Disposition Method	SHRED/ DELETE

Series Title **Service Charge Form**
Series Description 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.

Series Cutoff	End of Fiscal Year
Series Official Retention	6Y
Disposition Authority Number	WSGS 01001
Disposition Method	SHRED/ DELETE

Series Title **Training Records**
Series Description 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.

Series Cutoff	End of Calendar Year
Series Official Retention	0Y
Disposition Authority Number	WSGS 22008
Disposition Method	SHRED/ DELETE

DocuSigned by:
Perry Tapper
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