

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 93-8-52741

Disposition Method SHRED/ DELETE

SRC Approval Date v.2.31 (Feb 2025)

Records Officer: Perry Tapper

DocuSigned by:

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