



University of Washington
Departmental Records Retention Schedule
 REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
Dentistry: Office of Clinical Services:	/28/05/04/ REV: 04	Pam Pike	206685-8271	356365	v.2.12 (June 2020)

Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method
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Accounting Reports from Outside Vendors

Accounting reports produced for the School of Dentistry by outside agencies, such as ProData, Strand, etc. May include Accounts Receivable, Aging Report, Delinquent Accounts Reports, Production Reports, etc. As of 2006, these reports are no longer being received and are now available in CMS (Clinical Management System). This series may be discontinued once all the boxes in storage have been destroyed.

End of Fiscal Year 6Y WSGS01001 SHRED/ DELETE

Bag Log In/Out Sheets

This series provides a record of who delivered or picked up a clinic's money bag from the Patient Accounts Office.

End of Fiscal Year 6Y WSGS 01013 SHRED/ DELETE

Cashier Check Out Reports

This series provides a record of entries made into CMS (Clinical Management System). Also contains Express Bill AR Report, etc.

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

Change Fund Log

This series provides a record of whether a clinic has the appropriate amount of money contained within their Petty Cash Fund.

End of Fiscal Year 6Y 15-09-68824 SHRED/ DELETE

Records Officer Name	Records Officer Signature
Barbara Benson	



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CITI Health Card Applications

End of Month 1Y 12-09-68323 SHRED/ DELETE

This series provides a record of credit card applications filled out on-site by patients. The application is faxed to CITI Bank. May also include a Merchant Disbursement Notice.

Clinic Bank Records

End of Fiscal Year 6Y WSGS 01013 SHRED/ DELETE

Provides a record of financial transactions for clinics within the School of Dentistry. Includes banking records. May include refund checks, credit card receipts, internal JVs which transfer funds from clinic to clinic, cash log which is reconciled to clinic receipt, etc

Explanation of Benefits

End of Fiscal Year 6Y WSGS01001 SHRED/ DELETE

This series provides a record of insurance payments, denials, and reasons on why a claim was approved or not approved. Copies are sent to the Accounting office and clinics that do their own billing.

Faculty Cash Log

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

This series provides a record of the amount of money that was contained within the clinic's money bag.

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Barbara Benson	



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Monthly Dental Practice Plan Calculations

This series provides a record of the documents and calculations used to identify the income that faculty receive from practicing at any School of Dentistry clinic.

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

Student Clinic Cash Log

This series provides a record of how much money and in what form was contained within the clinic's money bag.

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

Records Officer Name Records Officer Signature
Barbara Benson