



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
OMAD: Ethnic Cultural Center	/33/06/	REV: 3	Maggie Fonseca	543-4636	Box 355650	v.2.22 (Dec 2022)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method		

ECC Room and Theatre Reservation Files

End of Fiscal Year 3Y WSGS 07003 SHRED/ DELETE

Form for reserving a room at the ECC or the adjoining theatre complex. Includes information on event, sponsoring organization, date and time of event, set-up and equipment needed, fee schedule, letter of confirmation, etc. The evaluation forms of the event are also included in this file. The form is filled out by the organization renting the room and is used by ECC to identify areas where guidelines need to be clarified or potential problems need to be corrected. Financial information regarding collection of fees is retained in the fiscal office of Minority Affairs.

ECC Student Organization Files

End of Fiscal Year 6Y WSGS 10013 Potentially Archival

Files on the various student organizations that have office space at the ECC. Includes copies of Student Activities Office and National Association of Student Organization registration forms, application for office space, contact names and miscellaneous materials from events sponsored by organizations, including but not limited to: flyers, tickets, invitations, planning materials, brochures, etc. This series does not contain fiscal documentation. Includes a record of the awarded and unawarded proposals submitted by student organizations requesting financial sponsorship for their event.

Records Officer Name

Barbara Benson

Records Officer Signature

Barbara Benson