

University of Washington Records Retention Schedule

Department Title OMAD: Ethnic Cultural Center
Department ID /33/06/

Series Title ECC Room and Theatre Reservation Files

Series Description 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.

Series Cutoff End of Fiscal Year
Series Official Retention 3Y
Disposition Authority Number WSGS 07003
Disposition Method SHRED/ DELETE


Series Title ECC Student Organization Files

Series Description 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.

Series Cutoff End of Fiscal Year
Series Official Retention 6Y
Disposition Authority Number WSGS 10013
Disposition Method POTENTIALLY ARCHIVAL

SRC Approval Date v.2.22 (Dec 2022)

Records Officer: Perry Tapper

DocuSigned by:

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