



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	
EH&S: Planning and Administration	/34/05/	REV: 5	Jenna Gravley		Box 354400	2.26 October 2023	
Title/Description				Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Staff on Call Log

Provides a record of EH&S Staff-On-Call (SOC) response to emergency calls that develop during evenings, weekends, and holidays. The SOC logs are used to create reports to identify trends, future policy changes or projects and other reporting needs.

End of Calendar Year 5Y 94-04-53715

Work Directory (AKA WORKDIR) (Databases)

All section databases including administrative, biological safety cabinets, capital safety, fire incidents, project review, lab survey, fire survey. May include other databases.

End of Calendar Year 6Y WSGS 09028

Note: Follow individual retentions listed in other items on schedule

Records Officer Name
Barbara Benson

Records Officer Signature
Barbara Benson

DocuSigned by:

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