



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	
HS AS&F: Scientific Instruments Division	/34/06/03/ REV: 2	Lacey Racich	685-6442	Box 357175	v.2.23 (April 2023)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Bone Marrow Transplant Equipment Records

This series provides a record of all the documentation required to be kept on Bone Marrow Transplant Equipment. Includes - documentation on product cost to manufacture, breakdown of labor, parts, reviews of pricing, job number, cover sheet; customer orders, which include invoice number, batch # of product, where shipped, and additional information on the customer; distribution records that track by batch number the date product was produced, to whom it was sold, # of items in batch, initials QA inspection of product, job #, date, current balance. Required to be kept as per 21 CFR 820.180(b) and 21 CFR 821.60. Design documents to be transferred to the University Archives.

Discontinuation of Production20Y18-08-69287Potentially Archival
POTENTIALLY ARCHIVAL

Custom Medical Devices

Design documents for custom medical devices used for research or patient care. Required to be kept as per 21 CFR 820.180(b)

Useful Life of Equipment10Y18-08-69289Potentially Archival

Departmental Database (TMA)

Used to track service history for each piece of equipment. Includes service reports, preventative maintenance schedules, procedures performed and time & materials used.

Life of Equipment6YWSGS 21008DELETE

Non-Medical Project Files

Design documents for prototypes of equipment or devices for use in scientific research. Not used in patient care or human subjects research.

Completion of Project6Y18-08-69290Potentially Archival

Records Officer Name
Barbara Benson

Records Officer Signature
Barbara Benson

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SID Inventory Count Sheets	Data Entered and Verified	0Y	WSGS 50012	SHRED/ DELETE
Preprinted data collection forms used to record actual quantities of each part during annual physical inventory counts. Hand written counts are used to make on-hand adjustments in the database so it accurately reflects current levels.				
SID Inventory Count Summary Report	End of Fiscal Year	6Y	WSGS 16004	DELETE
An electronic "snapshot" of TMA's "Parts" database taken after data from Inventory Count Sheets has been entered & validated. Only items purchased for resale to customers are included. Examples include: batteries, bulbs, fuses, components, assemblies, cables and accessories used to maintain or repair customer's equipment.				