



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
CRS: Records Management Services	/51/01/01/ REV: 10	Emily Lemieux	206 616-7058	354910	v2.33 (Aug 2025)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

Document Management System - Destruction Records

End of Calendar Year 50Y WSGS 11001 DELETE

Records tracking the disposition of documents from the UW's enterprise Document Management System (DMS). This includes purge history of former DMS systems like Web Cener (WCC), Disposition Logs created by DocFinity and Certificates of Destruction. Records may include supporting materials like Jira tickets, correspondence, policies, and reports to support the destruction of DMS records.

Records Management Database

End of Calendar Year 6Y WSGS 11009 DELETE

This database tracks all the functions of the Records Management Services office, including retention scheduling, file retrievals, box storage and destruction, department information, such as Records Authority and Coordinator, last contact, etc.

Records Retention Schedules

End of Calendar Year 50Y WSGS 11003 SHRED/ DELETE

UW departmental retention schedules that have been approved by the department, UW Records Management Services, and the State Records Committee. Schedules include series title, function or purpose of the series, location of official copy, cut-off frame, retention period, state assigned Disposition Authority Number (DAN), and remarks. A comment page with notes regarding the department or changes to the schedule is attached to the schedule. This series also includes the UW General Records Retention Schedule and Departmental Contact Sheet.

URC Accession and Disposal Register

End of Calendar Year 6Y WSGS 11009 SHRED/ DELETE

Register is used to assign unique accession and disposal numbers to departmental requests for storage of records and batches of records identified for disposition. Used to enhance intellectual control over UW Records Center (URC) holdings.



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URC Accession Packets Packets provide inventory of records accessioned into the UW Records Center (URC) from UW departments and are used to track records in storage for each office. Includes Records Transfer Inventory Form (RTI) - the official form used to request storage of boxes, and Accession Confirmation Report - a database generated listing of records from RTI with the corresponding UW Records Center box location codes. Once all boxes included on the RTI are disposed of the Accession Packet is merged with the Complete Disposal Packet.	Disposal of Last Record	6Y	WSGS 11009	SHRED/ DELETE
URC Complete Disposal Packets Tracks the disposition of all boxes from an accession at the UW Records Center (URC). Files consist of Accession Packet, signed Disposition Notification, and Pick-Up/Delivery forms for records being delivered back to the office.	End of Calendar Year	50Y	WSGS 11001	SHRED/ DELETE
URC Disposition Review Records Documents the disposal review process used to identify and verify boxes at the UW Records Center (URC) eligible for disposition.	End of Calendar Year	1Y	WSGS 50011	SHRED/ DELETE
URC File and Box Retrieval Requests This series provides a record of database printouts of files and boxes from the UW Records Center (URC) that are requested on a given day. Includes the name of the person pulling the file and any notes regarding the file.	Search Complete	2Y	WSGS 50005	SHRED/ DELETE



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URC Row Audit	Subsequent Row Audit Issues Resolved	0Y	WSGS 11009	SHRED/ DELETE
This series provides a record of the annual audit of box locations in the University Records Center (URC). Any issues regarding a box are noted in the database.				