

University of Washington Records Retention Schedule

Department Title **CRS: Records Management Services**
Department ID /51/01/01/

Series Title **Document Management System - Destruction Records**

Series Description 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.

Series Cutoff End of Calendar Year

Series Official Retention 50Y

Disposition Authority Number WSGS 11001

Disposition Method DELETE

Series Title **Records Management Database**

Series Description 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.

Series Cutoff End of Calendar Year

Series Official Retention 6Y

Disposition Authority Number WSGS 11009

Disposition Method DELETE

Series Title **Records Retention Schedules**

Series Description 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.

Series Cutoff End of Calendar Year

Series Official Retention 50Y

Disposition Authority Number WSGS 11003

Disposition Method SHRED/ DELETE

Series Title **URC Accession and Disposal Register**

Series Description 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.

Department Title
Department ID

Series Cutoff End of Calendar Year
Series Official Retention 6Y
Disposition Authority Number WSGS 11009
Disposition Method SHRED/ DELETE

Series Title **URC Accession Packets**
Series Description 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.

Series Cutoff Disposal of Last Record
Series Official Retention 6Y
Disposition Authority Number WSGS 11009
Disposition Method SHRED/ DELETE

Series Title **URC Complete Disposal Packets**
Series Description 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.

Series Cutoff End of Calendar Year
Series Official Retention 50Y
Disposition Authority Number WSGS 11001
Disposition Method SHRED/ DELETE

Series Title **URC Disposition Review Records**
Series Description Documents the disposal review process used to identify and verify boxes at the UW Records Center (URC) eligible for disposition.

Series Cutoff End of Calendar Year
Series Official Retention 1Y
Disposition Authority Number WSGS 50011
Disposition Method SHRED/ DELETE

Series Title **URC File and Box Retrieval Requests**
Series Description 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.

DocuSigned by:

E39B3BF745D34DC...

Department Title
Department ID

Series Cutoff Search Complete
Series Official Retention 2Y
Disposition Authority Number WSGS 50005
Disposition Method SHRED/ DELETE

Series Title URC Row Audit
Series Description 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.

Series Cutoff Subsequent Row Audit Issues Resolved
Series Official Retention 0M
Disposition Authority Number WSGS 11009
Disposition Method SHRED/ DELETE

DocuSigned by:

E39B3BF745D34DC...