

University of Washington Records Retention Schedule

Department Title Internal Audit
Department ID /53/

Series Title Audit Working Papers--Closed Audits

Series Description Provides a record of work completed in performance of audits, special investigations and management requests. Includes audit strategies, planning procedures and communications, substantive tests and criteria used, copies of final reports, supporting documentation relating to the planning methodology, conduct and conclusions of internal audits/consultations that support the finding and any corrective actions taken. Records are found in Teammate Database.

Series Cutoff Conclusion of Audit/Consultation
Series Official Retention 6Y
Disposition Authority Number WSGS 04001
Disposition Method SHRED/ DELETE


Series Title Permanent File

Series Description Provides a record of audit reports and departmental responses. Includes final internal audit reports. Archival material includes substantive AGO opinions, authoritative literature, regulations, State Auditor Letters, and copies of external audit final reports.

Series Cutoff Conclusion of Audit/Consultation
Series Official Retention 6Y
Disposition Authority Number WSGS 04001
Disposition Method ARCHIVAL

SRC Approval Date v2.34 (Oct 2025)

Records Officer: Perry Tapper

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