

# UW Records Management

## Are You a P.U.P. or a Real Dawg?

The person who held your job before you just retired and left you all of their files, some going back to the 80s. What's your move?

- A. Ignore it! They obviously thought it was important so I can probably use it someday, too.
- B. Try to work through the old stuff, but get overwhelmed and give up...leaving it for the next person to deal with.
- C. Work through the old files and discard anything that's past its retention. No reason for me to keep it!

How do you manage your UW email?

- A. I have thousands of emails in my inbox. I only open the current ones that are relevant to me.
- B. I actively delete junk mail, but I keep anything from UW emails in case I'll need it someday. I flag the really important ones.
- C. I delete all junk mail and transitory emails. I put the valuable emails in folders based on their content, then delete them after their legally-approved retention period.

How do you know how long you have to keep your records?

- A. If it seems important to my office, I just keep it forever. It'll come in handy someday I'm sure!
- B. I send my paper records to the University Records Center because they know how long to keep it. The digital files aren't real records anyway, right?
- C. I check the General Schedule to find out how long to keep all my records, regardless of format, and store them in folders sorted by type. I delete the appropriate files at the end of the retention period.

### If you answered mostly A



You are undoubtedly a P.U.P., and not the cute kind. As a **Person Unable to Purge**, your inability to get rid of outdated or transitory records actually makes your job more difficult in the long run. A Public Records Request or an audit pops up? You are required to provide ALL records, no matter how old, if you haven't disposed of them. Contact us at [recmgt@uw.edu](mailto:recmgt@uw.edu) right away and we'll teach you how to do it right!

### If you answered mostly B



You are on the right track, but still keep far too many records than you're legally responsible for. Next time you feel like giving up or are overwhelmed by all your records, why not reach out to the [ROT Squad](#) for some assistance? With their help, you'll be a Real Dawg in no time and get those records under control!

### If you answered mostly C



Kudos! You are truly a Real Dawg and make Records Management proud. You keep your records for the legally-approved amount of time, following the [UW Retention Schedule](#). Even your digital files are organized and regularly purged, so that you're prepared for any audit, litigation, Public Records request, or other business need that comes your way. Way to go, Dawg!

For more great records management content, check out the [UW RECORDS MANAGEMENT SERVICES](#) website