



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	
Internal Audit	/53/	REV: 5 Richard Cordova	543-4028	Box 354984	v2.34 (Oct 2025)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Audit Working Papers--Closed Audits

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.

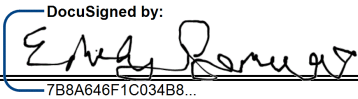
Conclusion of Audit/Consultation
6Y
WSGS 04001
SHRED/ DELETE

Permanent File

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.

Conclusion of Audit/Consultation
6Y
WSGS 04001
Archival
ARCHIVAL

Records Officer Name
Emily Lemieux

Records Officer Signature

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