



University of Washington
Departmental Records Retention Schedule
 REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State	
UW Privacy Office	/02/08/	Ann Nagel	543-2767	Box 354987	v2.9 (October 2019)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Advising

Records related to advice the UW Privacy Office provides to other UW offices about the other offices' data protection or privacy practices.

Advice Complete 2Y WSGS 09022 SHRED/ DELETE

Data Subject Request - Complete

In compliance with data protection or privacy related laws and regulations, forms or records relating to a data subject's request to access, erase, correct, or transfer their own personal data, when such a request is fulfilled by the UW Privacy Office.

End of Academic Year 6Y 19-10-69410 SHRED/ DELETE

Data Subject Request - Complete, Referred to Another Office

In compliance with data protection or privacy related laws and regulations, forms or records relating to a data subject's request to access, erase, correct, or transfer their own personal data, when such a request is received by the UW Privacy Office and referred to another UW department to be fulfilled.

Request Closed 2Y 19-10-69411 SHRED/ DELETE

Data Subject Request - Incomplete

In compliance with data protection or privacy related laws and regulations, forms or records relating to a data subjects request to access, erase, correct, or transfer their own personal data in/from UW possession, and the request does not contain sufficient informtion for UW to confirm the data subject's identity and/or relationship with the UW.

Request Closed 6M 19-10-69412 SHRED/ DELETE

Records Officer Name Records Officer Signature

Barbara Benson



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Incidents

Records related to information security or privacy incidents that do not include a breach of confidential information, notification to affected individuals, and/or reporting to a third party etc. as required by federal or state laws and regulations. Includes incidents spanning multiple UW jurisdictions. Based on the type of information security or privacy incident and the organizational area in which it occurred (see APS 2.5 Incident Management Policy for additional information), the official copy resides in one of the following offices:

- UW Privacy Office
- UW Office of the Chief Information Security Officer
- UW Medicine Compliance
- Office of Research
- UW Medicine IT Services

UW Investigation Complete 2Y 05-03-60828 SHRED/ DELETE

Incidents Requiring Further Action

Records related to information security or privacy incidents resulting in a violation of federal or state laws and regulations or incidents that include patient information. Must include a breach of confidential information, notification to affected individuals, patient information, and/or reporting to a third party etc. Includes incidents spanning multiple UW jurisdictions. Based on the type of information security or privacy incident and the organizational area in which it occurred (see APS 2.5 Incident Management Policy for additional information), the official copy resides in one of the following offices:

- UW Privacy Office
- UW Office of the Chief Information Security Officer
- UW Medicine Compliance
- Office of Research
- UW Medicine IT Services

UW Investigation Complete 6Y WSGS 25008 SHRED/ DELETE

Privacy Notices or Statements

Records that provide notice to individuals about UW privacy practices when the records span multiple UW jurisdictions and are approved and published by the UW Privacy Office.

Record No Longer Relevant or is Superseded 6Y WSGS 09028 SHRED/ DELETE

Records Officer Name Records Officer Signature
Barbara Benson



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Third Party Reporting or Inquiry

Matter Resolved	6Y	WSGS 25008	SHRED/ DELETE
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Records related to a external authority or regulator inquiry or investigation about a violation with a data protection or privacy related law and/or regulation.

Records Officer Name Records Officer Signature

Barbara Benson