

**Departmental Records Retention Schedule**

REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
Creative+Communications	/08/15/	Michelle Mazzei	221-4324	Box 359000	1.9 December 2014
Status/Title/Description	Cut-Off	Retention Office Records	Total	Disposition Authority Number	Archival Designation

1 Cash Drawer Reconciliations, Copy Center Cash Reports and Coin-Op Copier Records

Cash Drawer reconciliation provides record of daily cash drawer reconciliations. Copy Center Cash Reports summarize actual cash brought in by each copy center. Coin-Op Copier Records provide record of revenue generated from coin-op copier machines. All filed together. May include: cash register tapes, reconciliation tapes, reconciliation sheets, void slips, "totals tapes," copy center deposit reports, deposit slips, etc.

End of Month

6Y 0Y 6Y

WSGS 01010

2 Copy Services Machine Reports

Documents monthly beginning and ending meter readings, service agreements, machine usage and monthly machine payments.

End of Month

6Y 0Y 6Y

90-02-45769r2R13

3 Copy Services Order Form (UoW 1575) and Other Orders

Provides record of orders for copy duplicating services i.e., large photocopy orders or special jobs. Used as source data for issuing Internal Sales Documents. May also include Thesis Binding Order Forms, Outbound Message Order Forms and Message Confirmation, etc.

End of Month

6Y 0Y 6Y

WAGS01016

4 Copy Quick/Dawg Prints Card Requests

Provides record of individual and departmental requests for Copy Quick Cards. Used as source data for issuing Internal Sales Document (ISD) or for Copy Center Cash Reports.

End of Month

6Y 0Y 6Y

WAGS01016

5 Copy Service Financial Reports

Documents cumulative monthly copy service financial activity. Includes Report of Cash Sales by Center, Cash Sales--Coin Op Machines, etc.

End of Month

6Y 0Y 6Y

WSGS 02005

/08/15/	Records Officer Name	Records Officer Signature
REV: 14	Barbara Benson	

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6 Copy Service ReportsEnd of
Month

3Y 0Y 3Y

WSGS 09006

Potentially
Archival

Provides a cumulative record of monthly copy service activity. Reports may include Copy Services Volumes, Document Production Center Volumes, Copy Center Volume by Machine Type.

7 Financial Statement Detail WorksheetsEnd of
Month

6Y 0Y 6Y

WSGS 02005

Functions as the General Ledger Detail backup. Includes inventory valuation, copy machine accruals, revenue breakdowns, and Office Depot expense summary. Produced monthly.

8 Job Ticket FilesEnd of
Month

6Y 0Y 6Y

WAGS01016

Provides complete record of each printing job. May include: job number, cost transfer invoice number, price, computer printout charges, printed piece sample, printing change order (DP-11), estimates, lithograph production order (DP-15-1), etc.

9 Photocopy Work RequestEnd of Fiscal
Year

6Y 0Y 6Y

WAGS01016

Provides record of simple copy jobs. Used as source data for issuing Internal Sales Documents.

10 Purchase Requisitions (UoW 1487, copy 2)End of
Month

6Y 0Y 6Y

WSGS 01004

Provides detailed record of printing plant purchases. May include contract fax transmittal; purchase request worksheet; change orders; cancellation order; purchase order; hold for invoice notice; telephone order; written order; invoice attached order; packing slips.

11 Request for Printing (UoW 1209)End of
Month

6Y 0Y 6Y

WAGS01016

Provides departmental request for a printing job.

/08/15/	Records Officer Name	Records Officer Signature
REV: 14	Barbara Benson	



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12 Transfers and Supplies

Summarizes supplies and revenue transfers between cost centers. Arranged by month. Includes transfer form, stock order and message center activity report. Used for financial statement purposes.

End of Month

6Y 0Y 6Y

WSGS 09006

13 Print Plant Craft Employees Personnel Folders- Pre-1981

Provides a complete employment history of each print plant craft employee terminated before 1981. (Prior to 1981 the UW Human Resources office was not responsible for the personnel folders so Publications services has OPR copy.)

Termination of Employment

5Y 45Y 50Y

86-1-35853

14 Labor Updates & Verifying Lists

Internal reports created for the purpose of analyzing monthly activity within Publication Services. Used to track productivity and look for work flow improvements.

End of Fiscal Year

2Y 4Y 6Y

WSGS09006