



Departmental Records Retention Schedule

REFERENCE: RCW 40.14

Office Name	Records Authority Contact Name	Phone Number	Box Number	Approved by the State			
Office of the CISO	Kirk Bailey	685-5475	Box 359530	v.1.4 (June 2013)			
Status/Title/Description	Replicant RG#	Location of Official Copy	OPR / OFM	Cut-Off	Retention Total	Disposition Authority Number	Archival Designation

1 Incidents Requiring Further Action

OPR	UW Investigation Complete	6Y	05-03-60827
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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 Office of the Chief Information Security Officer
 UW Medicine Compliance
 Office of Research
 UW Medicine IT Services

Final revision March 2013.

Previous Title was: Incident Files- Acted on by Law Enforcement

Previous description was: Files related to breaches in security of University computing or communications systems that were turned over to law enforcement for possible prosecution. May include images of the compromised system, email correspondence, reports, or other paperwork generated because of a security incident.

Previous Cut-off was: Received by Law Enforcement

/12/09/	Records Officer Name	Records Officer Signature
REV: 1	Barbara Benson	



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2 Incidents

OFM	UW Investigation Complete	2Y	05-03-60828
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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 Office of the Chief Information Security Officer
- UW Medicine Compliance
- Office of Research
- UW Medicine IT Services

Revised March 2013

previous title: Incident Files- Not acted on by Law enforcement

Previous Description: Files related to breaches in security of University computing or communications systems that are not turned over to law enforcement for prosecution. May include images of the compromised system, email correspondence, reports, or other paperwork generated because of a security incident.

Reduced retention from 3 years