

Summary of Changes
University of Washington Records Retention Schedule v.2.32 (April 2025)

New Records Series Added

- None

Retention Changes

- None

Other Minor Changes

- Two (2) records series have changes to their title and/or description:
 1. **Course Materials (DAN 11-08-62670) p.14**
 2. **Client Case Files Involving Estate Planning (DAN 18-08-69222) p.92**
- Two (2) sections/sub-sections have changes to their heading and/or subsection descriptions:
 1. **/05/03/05/ Libraries: Preservation Services Division (was /05/03/05/ Library: Collections and Content: Preservation Services Division) p.42**
 2. **/27/06/ Med: Comparative Med: Administration (was /27/06/ Med: Comparative Med: Administration/Vet. Services) p.106**

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Scholarship Files (Donor) (DAN 88-01-41404) p.89**

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- A total of 1 “Non-Archival” records series is being revoked.
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency:

1. Insurance Certificates (DAN 85-05-35348)

Net Reduction in Records Series: 1 (from 403 series down to 402 series)