

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Legal Files (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
COMPULSORY PROCESS SERVED ON THE UNIVERSITY (NOT PARTY TO LITIGATION) Records relating to court orders, subpoenas and other compulsory legal processes served on the University, where the University is not a party to the litigation. Includes, but is not limited to: <ul style="list-style-type: none"> • Personnel/staff summonses or notices of deposition; • Subpoenas or court orders for University records. Excludes records covered by Litigation Case Files -- Significant (DAN GS 18009) and Litigation Case Files -- Routine (DAN GS 18004).	Department*	Retain until no longer needed for University business, then destroy.	GS 18006 Rev. 1	
LEGAL ADVICE AND ISSUES Records relating to legal advice and opinions received by the University concerning the University's actions, statutes, rules, policies and procedures, etc. Also includes records relating to legal issues of concern to the University where not covered by a more specific records series. Includes, but is not limited to: <ul style="list-style-type: none"> • Advice and opinions (formal/informal) requested and/or received from the Office of the Attorney General; • Copies of legal documents and other materials pertaining to specific issues; • Related correspondence/communications. Excludes: <ul style="list-style-type: none"> • Records covered by Litigation Case Files -- Significant (DAN GS 18009) and Litigation Case Files -- Routine (DAN GS 18004); • Records of the Office of the Attorney General. 	Department* Department (reference copy)	Retain for 6 years after issue resolved and until advice no longer needed for University business, then destroy. Retain until admin. purpose served, then destroy.	GS 18003 Rev. 1 Secondary copy under GS 18003 Rev. 1	Essential
LITIGATION CASE FILES -- ROUTINE University records related to a particular litigation case involving the University which does not have profound influence on the administration of state government and/or the state of Washington. Includes, but is not limited to: <ul style="list-style-type: none"> • Background information; • Lawsuit documentation; • University department working files; • Related correspondence/communications. Also includes litigation with no Office of the Attorney General involvement. Excludes: <ul style="list-style-type: none"> • Records covered by Litigation Case Files -- Significant (DAN GS 18009); • Records of the Office of the Attorney General. 	Department*	Retain for 6 years after resolution of case (including appeals), then destroy.	GS 18004 Rev. 1	Essential

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<p>LITIGATION CASE FILES -- SIGNIFICANT University records related to a particular litigation case involving the University which has profound influence on the administration of state government and/or the state of Washington (such as Boldt, McCleary, WPPSS Bondholders, Doran, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Background information; • Lawsuit documentation; • Pleadings, appeals, court orders; • University working files; • Related correspondence/communications. <p>Also includes litigation with no Office of the Attorney General involvement. Excludes:</p> <ul style="list-style-type: none"> • Records covered by Litigation Case Files -- Routine (DAN GS 18004); • Records of the Office of the Attorney General. 	Department*	<p>Retain for 6 years after resolution of case (including appeals), then Transfer to Archives for appraisal and selective retention.</p>	GS 18009	<p>Archival (appraisal required) Essential</p>