

Records with more than one year remaining on their legal retention period can be stored at the UW Medicine Records Center. Records that have exceeded their retention period cannot be transferred to the Records Center, and are to be destroyed appropriately by the records owner. However, records cannot be destroyed without a State-approved retention schedule.

If a records series cannot be found on the retention schedule or records have exceeded their retention, please contact UW Medicine Records Management Services at 206-598-2242.

## Packing the Box

See our [Quick Tips](#) for box packing Do's and Don't's.

- Records must be packed in a standard storage box, also known as a banker's box, with the dimensions of 10" x 12" x 15" and a securely fitting lid. The Records Center will not accept larger boxes; however, exceptions can be made for non-paper records.
- Boxes should contain records with similar retention periods whenever possible.
- Boxes must meet the following requirements to ensure transfer to the Records Center:
  - The box must be at least  $\frac{3}{4}$  full (11 inches)
  - The lid must fit firmly
  - Hanging files are not accepted
  - Ring binders should be placed on end
  - Labels, taped messages, indexes, or "post-it notes" cannot be attached to the outside of the box
- Label the short side of the box using a marker. Include:
  - Box number; entity (UWMC, HMC etc.) and department/office name
  - Records series title(s) of box contents
  - Date range(s)
  - Do not rewrite new information over old. Use the clean side of the box.

**\*Recycled/Used storage boxes are available on a first come, first served basis. Call to ask about availability.**

## Transferring the Box

- Prepare and submit a [Records Transfer Inventory \(RTI\)](#) form or a [Records Transfer Inventory \(RTIR\) form](#) for human subject research/clinical trials.
- Forms should be e-mailed to UW Medicine Records Management Services at [HRC@uw.edu](mailto:HRC@uw.edu).
- Keep a copy of the completed transfer form for your records.

- It is recommended that a box inventory be included with the RTI or RTIR or placed on the inside of each box.
- Once the RTI or RTIR has been processed, UW Medicine Records Management Services will arrange to pick up the boxes. The usual response time is one business day.

### Accession Confirmation

- Once the transferring process has been completed, an [Accession Confirmation Report](#) will be sent.
- The report includes all necessary information you will need to request a box or file, including the accession number, box description, and box number.
- If you do not receive an Accession Confirmation report, please contact us at [HRC@uw.edu](mailto:HRC@uw.edu) or 206-598-2242.

For more information, please visit our intranet/internet site:

<https://intranet.uwmedicine.org/BU/UWMedRMS/>

<http://www.uwmedicine.org/Global/Pages/Records-Management-Services-RMS.aspx>