

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

<b>285A-UW MADISON</b>					
/348710/	<i>VCRGE - WAISMAN CENTER - EARLY CHILDHOOD CENTER</i>				
<b>1</b>	37001943.	OCCUPATIONAL AND SPEECH THERAPY RECORDS	New	EVT+10	DEST
/560240/	<i>SCHOOL OF PHARMACY - ACADEMIC AFFAIRS - EXPERIENTIAL EDUCATION</i>				
<b>2</b>	56001891.	PHARMACY STUDENT HEALTH INFORMATION	Amendment	EVT+1	DEST
<b>3</b>	56001892.	PHARMACY CLERKSHIP FILES	Amendment	EVT+1	DEST
<b>4</b>	56001894.	PHARMACY CLINICAL INSTRUCTOR / PRECEPTOR FILES	Amendment	EVT+5	DEST
<b>5</b>	56001895.	PHARMACY RESIDENCY RECORDS	Amendment	EVT+8	DEST
<b>6</b>	56001896.	PHARMACY RESIDENCY TRACKING LOG AND PRECEPTOR FILES	Amendment	EVT+50	DEST
<b>7</b>	56001944.	SITE CONTRACT RECORDS	New	EVT+10	DEST
<b>8</b>	56001945.	PHARMACY RESIDENCY APPLICATIONS - NOT ACCEPTED	New	EVT+8	DEST

<b>285B-UW MILWAUKEE</b>					
/033400/	<i>ENROLLMENT MANAGEMENT</i>				
<b>9</b>	00232000.	STUDENT EVALUATIONS	Amendment	EVT+10	DEST
<b>10</b>	00454000.	STUDENT FILES	Renewal	EVT+2	DEST
<b>11</b>	00455000.	STUDENT DATA SNAPSHOTS	Amendment	EVT+1	DEST
<b>12</b>	00456000.	DPI PROPOSAL DOCUMENTATION	Amendment	EVT+4	DEST
<b>13</b>	00457000.	DPI ALLOCATION REPORTS	Amendment	EVT+2	DEST
<b>14</b>	00457A00.	DPI ALLOCATION LETTERS	Amendment	EVT+3 MO	DEST
<b>15</b>	00458000.	TUTORING RECORDS	Amendment	EVT+3 MO	DEST
<b>16</b>	00459000.	EXTERNAL PRE-COLLEGE REPORTS	Amendment	EVT+1	DEST
<b>17</b>	00459A00.	PRE / POST TEST SUMMARIES	Amendment	EVT+6 MO	DEST
<b>18</b>	00460000.	PRE / POST TESTS	Amendment	EVT+6 MO	DEST
/037800/	<i>STUDENT AFFAIRS</i>				
<b>19</b>	00446000.	AGREEMENT FOR ASSUMPTION OF RISK, INDEMNIFICATION, RELEASE AND CONSENT FOR EMERGENCY TREATMENT	Amendment	EVT+3	DEST
/102010/	<i>COLLEGE OF HEALTH SCIENCES</i>				
<b>20</b>	00191000.	CONTINUING EDUCATION UNIT AWARDS BY PROFESSIONAL ORGANIZATIONS	Amendment	EVT+7	DEST
/500100/	<i>UWM LIBRARIES</i>				
<b>21</b>	00486000.	REPRODUCTION AND USE FORMS	New	EVT+3	DEST

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<b>285P-UW HOSPITALS &amp; CLINICS</b>					
/515300/	ORGAN PROCUREMENT PROGRAM				
<b>22</b>	01146000.	ORGAN DONOR CHARTS	Amendment	PERM	PERM
/518806/	REHAB THERAPY				
<b>23</b>	01205000.	HEALTH PSYCHOLOGY PATIENT CHARTS	Amendment	PERM	PERM

<b>285W-UW SYSTEM ADMINISTRATION</b>					
<b>24</b>	UWATH001.	WIAC COMMISSIONER'S BUDGET DOCUMENTATION	Amendment	FIS+6	DEST
<b>25</b>	UWATH002.	WIAC COMMISSIONER'S STUDENT ELIGIBILITY RECORDS	Amendment	EVT+6	DEST
<b>26</b>	UWATH003.	WIAC COMMISSIONER'S SCHOLASTIC HONOR ROLL	Amendment	EVT+3	DEST
<b>27</b>	UWATH004.	PHOTOGRAPHS AND VIDEO RECORDINGS	Amendment	EVT+6	DEST
<b>28</b>	UWATH005.	RECRUITMENT RECORDS	Amendment	EVT+6	DEST
<b>29</b>	UWATH006.	PARTICIPATION RECORDS	New	EVT+6	DEST
<b>30</b>	UWATH007.	TEAM ROSTER	New	EVT+1	DEST
<b>31</b>	UWATH008.	ATHLETIC EVENT PLANNING RECORDS	New	EVT+6	DEST
<b>32</b>	UWATH009.	TICKETING RECORDS - PURCHASED	New	FIS+6	DEST
<b>33</b>	UWATH010.	TICKETING RECORDS - NOT PURCHASED	New	EVT+1 WK	DEST
<b>34</b>	UWATH011.	TICKETING RECORDS - COMPLIMENTARY AND PREFERENTIAL SEATING	New	FIS+10	DEST
<b>35</b>	UWATH012.	CAMPUS HALL OF FAME NOMINATION RECORDS	New	CR+20	DEST
<b>36</b>	UWATH013.	ATHLETIC ACHIEVEMENTS RECORDS	New	EVT+20	DEST
<b>37</b>	UWATH014.	STAFF CERTIFICATION DOCUMENTATION	New	EVT+6	DEST
<b>38</b>	UWATH015.	NCAA COMPLIANCE RECORDS	Amendment	FIS+10	DEST
<b>39</b>	UWATH016.	NCAA RULES VIOLATION REPORT RECORDS	New	EVT+6	DEST
<b>40</b>	UWATH017.	NCAA PROGRAM AUDITS	New	EVT+6	DEST
<b>41</b>	UWATH018.	STUDENT ATHLETE AID RECORDS	New	EVT+6	DEST

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<b>370-NATURAL RESOURCES</b>					
<b>42</b>	01211000.	PESTICIDE TREATMENT INDIVIDUAL APPROVAL REQUESTS	New	EVT+5	DEST
<b>43</b>	01212000.	PESTICIDE USE APPROVAL FORM (4200-009)	New	EVT+5	DEST
<b>44</b>	01213000.	PESTICIDE COMPLETED TREATMENTS	New	EVT+5	DEST
<b>45</b>	01214000.	PESTICIDE USE REPORT FORM (4200-008)	New	EVT+5	DEST
<b>46</b>	01215000.	ANNUAL DNR PESTICIDE INVENTORY FORMS (4200-007)	New	EVT+3	DEST
<i>/015/</i>	<i>NATURAL HERITAGE CONSERVATION</i>				
<b>47</b>	00593000.	SCIENTIFIC COLLECTORS PERMITS	Amendment	EVT+5	DEST
<b>48</b>	01102000.	NHI DATA	Amendment	PERM	PERM
<b>49</b>	01103000.	NATURAL HERITAGE INVENTORY (NHI) INVENTORY DATA INVENTORY FILES	Renewal	PERM	PERM
<b>50</b>	01104000.	NATURAL HERITAGE INVENTORY (NHI) TRAINING	Amendment	EVT+5	DEST
<b>51</b>	01105000.	AQUATIC AND TERRESTRIAL RESOURCES INVENTORY (ATRI) MASTER DATA	Renewal	PERM	PERM
<b>52</b>	01105A00.	INVASIVE PLANT OCCURRENCE AND DISTRIBUTION DATA	Amendment	EVT+5	DEST
<b>53</b>	01107000.	ER REVIEWS - ENDANGERED RESOURCE (ER) REVIEW LETTER RECORDS	Amendment	EVT+10	DEST
<b>54</b>	01108000.	INCIDENTAL TAKE PERMITS/AGREEMENTS	Amendment	EVT+20	DEST
<b>55</b>	01109000.	BROAD INCIDENTAL TAKE PERMITS AND BROAD INCIDENTAL AUTHORIZATIONS (BITP/AS) - REPORTS AND DOCUMENTATION	Amendment	EVT+10	DEST
<b>56</b>	01110000.	ENDANGERED / THREATENED (E/T) SPECIES PERMIT RECORD	Amendment	EVT+10	DEST
<b>57</b>	01111000.	FALCONRY PERMITS	Renewal	EVT+10	DEST
<b>58</b>	01113000.	STATE NATURAL AREAS (SNA) INVENTORY & MANAGEMENT RECORDS	Amendment	EVT+20	SHSW
<b>59</b>	01114000.	STATE NATURAL AREA (SNA) COLLECTION / RESEARCH PERMIT	Amendment	EVT+20	DEST
<b>60</b>	01118000.	SEED COLLECTING ON DNR LANDS PERMITS & REPORTS	Renewal	EVT+10	DEST
<b>61</b>	01119000.	ENDANGERED RESOURCES DATA SHARING AGREEMENTS	Amendment	EVT+10	DEST
<b>62</b>	01205000.	KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT CONSERVATION PLAN (HCP)	New	EVT+10	DEST
<b>63</b>	01206000.	KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT CONSERVATION PLAN (HCP) TRAINING	New	EVT+5	DEST

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<b>395-TRANSPORTATION</b>					
	<i>FIRE CALL CLAIM PROGRAM</i>				
<b>64</b>	01081000	FCC APPROVED APPLICATIONS	New	EVT+6	DEST
<b>65</b>	01082000.	FCC DENIED / REJECTED APPLICATIONS	New	EVT+3	DEST
<b>66</b>	01083000.	PROGRAM ELIGIBILITY, SELECTION CRITERIA AND CLAIM INSTRUCTIONS	New	EVT+6	DEST
	<i>HIGHWAY CONSTRUCTION PROJECTS</i>				
<b>67</b>	00129000.	FILED INFO TRACKING (FIT) CONSTRUCTION CONTRACT PROJECT DATA	Amendment	EVT+6	DEST
<b>68</b>	00148000.	HIGHWAY AND STRUCTURES CONSTRUCTION CONTRACT DATA	Amendment	EVT+6	DEST
<b>69</b>	00153000.	CONSTRUCTION PROJECT TRACKING SYSTEM DATA	Amendment	EVT+6	DEST
<b>70</b>	00154000.	CONSTRUCTION ADMINISTRATION SYSTEM (CAS) DATA	Amendment	EVT+10	DEST
<b>71</b>	00373A00.	HIGHWAY PROJECT PLAN INDEX	Amendment	PERM	PERM
<b>72</b>	00381000.	CONSTRUCTION PROJECT ENGINEER'S & INSPECTOR DIARY	Amendment	EVT+30	DEST
<b>73</b>	00410000.	REGION CONSTRUCTION CONTRACT & PROJECT FILE	Amendment	EVT+6	DEST
<b>74</b>	00545000.	PROJECT FILES RECORDS MANAGEMENT INDEX	Amendment	EVT+25	DEST
<b>75</b>	01091000.	AS-BUILT HIGHWAY PLANS FILE	New	PERM	PERM
	<i>HIGHWAY DESIGN PROJECTS</i>				
<b>76</b>	00011A00.	DESIGN STUDY REPORTS (DSR), EXCEPTION TO STANDARDS REPORTS (ESR) AND DESIGN JUSTIFICATIONS FOR HIGHWAY IMPROVEMENT PROJECTS	Amendment	EVT+40	DEST
<b>77</b>	00144000.	TRANSPORTATION PROJECT MANAGEMENT PLAN (PMP) REPORT	Amendment	EVT+40	DEST
<b>78</b>	00145000.	ROADWAY DRAINAGE HYDROLOGICAL & HYDRAULIC STUDIES AND DESIGN CALCULATIONS	Amendment	EVT+75	DEST
<b>79</b>	00146000.	AS-LET DESIGN PLAN	Amendment	EVT+6	DEST
<b>80</b>	00146A00.	PRELIMINARY AS-LET DESIGN FILE - CADD FILES	Amendment	EVT+7 DAYS	DEST
<b>81</b>	00146B00.	FINAL AS-LET DESIGN FILE - CADD MODELS	Amendment	EVT	DEST
<b>82</b>	00430000.	REGIONAL OFFICES DESIGN PROJECT & CONTRACT FILE	Amendment	EVT+6	DEST
<b>83</b>	00541000.	CONNECTING HIGHWAYS PROJECTS STATE / MUNICIPAL PROJECT AGREEMENTS	Amendment	EVT+6	DEST
	<i>TRAFFIC FORECASTING</i>				
<b>84</b>	00079000.	PROJECT LEVEL FORECAST REQUESTS	Amendment	EVT+10	DEST
<b>85</b>	00609000.	PROJECT LEVEL TRAFFIC FORECAST REPORTS	Amendment	EVT+25	DEST
<b>86</b>	00617000.	TRAFFIC ANALYSIS PROJECT INFORMATION SYSTEM (TAPIS) DATA	Amendment	EVT+20	DEST
<b>87</b>	00618000.	TRAFFIC ANALYSIS FORECASTING INFORMATION SYSTEM (TAFIS) DATA	Amendment	EVT+25	DEST
<b>88</b>	00619000.	TRAVEL DEMAND MODEL (TDM) FILES	Amendment	EVT+10	DEST
<b>89</b>	00621000.	VEHICLE MILES OF TRAVEL (VMT) ESTIMATES	Amendment	EVT+10	DEST
<b>90</b>	00622000.	TRAFFIC FORECASTING SPECIAL STUDIES	Amendment	EVT+3	DEST

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<b>91</b>	01086000.	TRAVEL BEHAVIOR DATA	New	EVT+10	DEST
<b>92</b>	01087000.	PLANNING LEVEL TRAFFIC FORECAST FILES	New	EVT+25	DEST
<i>WISDOT TRANSPORTATION DESIGN, CONSTRUCTION &amp; OPERATIONS STANDARDS, SPECIFICATIONS &amp; OTHER RELATED MANUALS AND GUIDANCE DOCUMENTS</i>					
<b>93</b>	00117000.	WISDOT TRANSPORTATION DESIGN AND CONSTRUCTION STANDARDS MANUALS AND HANDBOOKS	Amendment	PERM	PERM
<b>94</b>	00118000.	EDITORS POLICY MANUAL CONTENT CHANGE TRACKING RECORDS	Amendment	EVT+5	DEST
<b>95</b>	00119000.	EDITORS ROUTINE SUPPORTING RECORDS- HIGHWAY DESIGN, CONSTRUCTION & MAINTENANCE MANUALS - ALL TYPES	Amendment	EVT	DEST
<i>WISCONSIN MERRIMAC FERRY OPERATIONS</i>					
<b>96</b>	00192000.	MERRIMAC FERRY OPERATIONS FILE	Amendment	EVT+50	SHSW
<b>97</b>	00208000.	MERRIMAC FERRY MONTHLY OPERATION REPORT SUMMARY DATA	Amendment	EVT	DEST

<b>410-CORRECTIONS</b>					
<b>98</b>	00320000.	JUVENILE SEX OFFENDER CASE FILES	Amendment	EVT+60	DEST
/650/	<i>JUVENILE INSTITUTIONS CENTRAL OFFICE</i>				
<b>99</b>	00342A00.	IJC - REFERRAL PACKETS AND INPUT REQUISITIONS	Renewal	EVT+5	DEST
<b>100</b>	00342B00.	ICJ - ANNUAL REPORTS AND OUTPUT REPORTS	Renewal	EVT+10	SHSW

<b>445-WORKFORCE DEVELOPMENT</b>					
<b>101</b>	00509000.	CALL CENTER - DATA	New	EVT+4	DEST
<b>102</b>	00510000.	CALL CENTER - CALL RECORDINGS AND SUPPORTING RECORDS	New	EVT+45 DAYS	DEST
/620/	<i>UNEMPLOYMENT INSURANCE</i>				
<b>103</b>	00065A00.	UNEMPLOYMENT INSURANCE (UI) PROGRAM INTEGRITY HISTORY AND NON- REFERRED PROSECUTION CASE FILE RECORDS	Amendment	EVT+6	DEST
<b>104</b>	00065B00.	UNEMPLOYMENT INSURANCE (UI) REFERRED PROSECUTION CASE FILES	Amendment	EVT+25	DEST
<b>105</b>	00182000.	TRADE READJUSTMENT ALLOWANCE (TRA) CLAIMANT BENEFIT AND EMPLOYER RECORDS	Renewal	EVT+6	DEST
<b>106</b>	00185000.	INTERSTATE BENEFIT AND COMBINED WAGE RECORDS	Amendment	EVT+4	DEST
<b>107</b>	00223000.	BENEFIT CLAIMANT HISTORY AND ADJUDICATION / HELP CENTER RECORDS	Amendment	EVT+6	DEST
<b>108</b>	00236B00.	UNEMPLOYMENT INSURANCE FORCE PAY ORDER AND CONTROL REGISTER	Amendment	EVT+4	DEST
<b>109</b>	00336000.	UNEMPLOYMENT INSURANCE BENEFITS CLAIMANT RECORD	Amendment	EVT+6	DEST
<b>110</b>	00336A00.	INITIAL CLAIMS - INCOMPLETE	Amendment	EVT+28 DAYS	DEST

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<a href="#">111</a>	00336D00.	INTERNET AUDIT RECORDS - INITIAL AND WEEKLY CLAIMS	Amendment	EVT+4	DEST
<a href="#">112</a>	00379000.	CLAIMANT FOLLOW-UP ON TASKS AND REJECTS FROM THE UI BENEFIT SYSTEM	Amendment	EVT+7 DAYS	DEST
<a href="#">113</a>	00379A00.	ADJUDICATION SCHEDULING APPLICATION RECORDS	Amendment	CR+9 MO	DEST
<a href="#">114</a>	00389000.	COED - CONDITIONS OF EMPLOYMENT DATA AND REPORT	Amendment	EVT+6	DEST
<a href="#">115</a>	00475000.	BENEFIT CLAIMANT DIRECT DEPOSIT AUTHORIZATIONS	Renewal	EVT+7 DAYS	DEST
<a href="#">116</a>	00508000.	BENEFITS TIMELINESS AND QUALITY (BTQ) REVIEW	New	EVT+3	DEST
<b>455 - JUSTICE</b>					
<a href="#">117</a>	00012A00	BANKRUPTCY - RECORDS HAVING STATE INTEREST	Renewal	EVT+11	DEST
<b>515-EMPLOYEE TRUST FUNDS</b>					
<a href="#">118</a>	00091000.	CUSTOM FILE MAINTENANCE	Amendment	EVT+40	DEST
<b>566-REVENUE</b>					
/1110/	AUDIT-1110				
<a href="#">119</a>	00330000.	WISCONSIN REAL ESTATE TRANSFER RETURN (PE-500)	Renewal	EVT+4	DEST
/1370/	AUDIT - EXCISE TAX				
<a href="#">120</a>	00064000.	TRANSPORTER AND VEHICLE REGISTRATION	Renewal	EVT+4	DEST
<a href="#">121</a>	00147000.	SPORTS CLUBS, AIRPORT & VESSEL APPLICATIONS AND PERMITS	Renewal	EVT+4	DEST
/1612/	OCI FRAUD				
<a href="#">122</a>	00060000.	INVESTIGATION RECORDS	Renewal	EVT+10	DEST
/4000/	RESEARCH & POLICY				
<a href="#">123</a>	00190000.	SUBJECT FILES - NON-APPOINTED STAFF	Renewal	CR+7	SHSW
<a href="#">124</a>	00191000.	STATISTICAL REPORTS	Renewal	EVT+25	SHSW
<a href="#">125</a>	00264000.	CORPORATE INCOME TAX DATA	Renewal	EVT+25	DEST
/5000/	LEGAL SERVICES				
<a href="#">126</a>	00007000.	CERTIFIED MAIL BOOKS	Renewal	EVT+2	DEST
<a href="#">127</a>	00010000.	DECLARATORY RULINGS BY THE WISCONSIN DEPARTMENT OF REVENUE	Renewal	EVT+4	SHSW
<a href="#">128</a>	00059000.	LEGAL CASE FILES	Renewal	EVT+10	DEST

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Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

<b>COUNTIES</b>					
	<i>WAUKESHA</i>				
<b>129</b>	B0072	NUTRITION PROGRAM RECORDS	Amendment	EVT+6	DEST
<b>130</b>	T9001	GRANTS, FEDERAL	New	EVT+4	DEST
<b>MUNICIPALITIES</b>					
	<i>MADISON, CITY OF</i>				
<b>131</b>	GS000072.	TRAINING / COURSE MATERIALS	New	EVT+1 DAY	DEST
/06/	<i>COMMON COUNCIL</i>				
<b>132</b>	CN000001.	COUNCIL CORRESPONDENCE	New	FIS+7	SHSW
/45/	<i>CLERK</i>				
<b>133</b>	CC000100.	ELECTION BALLOTS & RELATED	Amendment	EVT+22 MO	DEST
<b>134</b>	CC000105.	ELECTION MATERIALS - UNUSED	New	EVT+1 DAY	DEST
/77/	<i>HEALTH</i>				
<b>135</b>	PH000010.	WELLS AND SEPTIC SYSTEMS	Renewal	PERM	PERM
	<i>MILWAUKEE, CITY OF</i>				
/134/	<i>MUNICIPAL COURT</i>				
<b>136</b>	20-0020	COVID-19 SCREENING FORMS	New	CR+1 MO	DEST
/153/	<i>DEPARTMENT OF ADMINISTRATION</i>				
<b>137</b>	73-0083	LEGISLATIVE REFERRAL FILES	Amendment	CR+6	DEST
<b>138</b>	86-0057	STATE LOBBYING REPORTS	Amendment	EVT+3	DEST
/215/	<i>OFFICE OF THE COMPTROLLER</i>				
<b>139</b>	20-0013	BOND RECORDS	New	EVT+7	DEST
<b>140</b>	20-0016	FINANCIAL TEST RECORDS-UNDERGROUND STORAGE TANKS	New	FIS+7	DEST
<b>141</b>	20-0017	COMBINED PROPERTY TAX REPORT	New	FIS+1	TRANS OTHER
<b>142</b>	20-0018	TAX LEVY CERTIFICATION	New	EVT+7	DEST
<b>143</b>	20-0019	RATE CALCULATIONS	New	FIS+3	DEST

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/287/	<i>EMPLOYEES' RETIREMENT SYSTEM</i>				
<b>144</b>	07-0009	MEMBER CONTRIBUTION CARDS & REPORTS	Amendment	EVT+10	DEST
<b>145</b>	64-0299	ACTUARIAL CORRESPONDENCE	Amendment	CR+5	TRANS OTHER
<b>146</b>	99-0116	MONTHLY PENSION PAYROLL	Renewal	CR+50	TRANS OTHER
<b>147</b>	99-0120	SOCIAL SECURITY DOCUMENTATION	Amendment	CR+25	DEST
/300/	<i>MILWAUKEE POLICE DEPT</i>				
<b>148</b>	20-0014	VEHICLE USE RECORDS	New	EVT+1	DEST
<b>149</b>	20-0015	WANTED BULLETINS	New	EVT+1	DEST
/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
<b>150</b>	BUSINESS CORRESPONDENCE - ROUTINE		New	CR+3	DEST

**Request and Disposition Legend**

New: Submission has not been reviewed before  
 Amendment: Submission has changes from previous version  
 Renewal: Submission has no changes from previous version  
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential  
 SHSW: Transfer to Wisconsin Historical Society  
 UW-TRANS: Transfer to UW Archives  
 TRANS OTHER: Transfer as noted on submission  
 PERM: Retain Permanently