Each records class in WatCLASS follows a standard format as shown below:

**Class number: Title of Records Class**

A brief description of the records covered by the records class.

The description may include background information related to the functions and activities involved in creating the records and examples of the types of records that fit into the records class. It may also specify records which are excluded from the class because they are classified elsewhere.

- **Authority:** References to any statutes, regulations, UW policies, or other authoritative sources which pertain to the records.
- **Media:** The official medium of the records, where it is known (e.g., The official record is paper) or an inclusive statement (e.g. Paper and/or electronic) where the records are or may be of mixed media.
- **Related Records:** Cross-references to similar or related records classes and to the location of records identified as excluded from this records class.

- **Responsible Unit(s):** The office(s) responsible for keeping the official copy of the records
- **Retention:** The retention period for the official record by the responsible unit(s)
- **Disposition:** Whether the records should be destroyed or transferred to archives at the end of the retention period
  
  If the disposition is Archives Selection, there may be notes with further instructions regarding which records should be transferred to the archives.

- **Other Copies:** Copies kept by others for operational use or convenience; also copies in alternate formats kept by the responsible unit(s). Copies are usually only identified specifically if a particular retention period applies to them.
- **Retention:** The retention period for copies (no longer than the retention period for the official copy)
- **Disposition:** Method of destruction

| Version: Version no. | Approved: Date approved for use |