



University of Wisconsin
Whitewater

UWW Procedure 1.F

UW-Whitewater Policy and Procedure Retention Form

Policy or Procedure Name:	
Initiator:	
Responsible Party:	
Effective Date:	Review Date:
Basis for Proposal:	
Proposal circulated to:	
Technical Revision required, if any:	

Approver: Approved ☐ Disapproved ☐ Deferred ☐

Print Name: _____ X _____ Date: _____

If policy or procedure is owned by more than one department:

Additional Approver: Approved ☐ Disapproved ☐ Deferred ☐

Print Name: _____ X _____ Date: _____

Completed retention forms must be submitted to policies@uww.edu.