

# University of Washington Records Retention Schedule

**Department Title** Med: Dean  
**Department ID** /27/01/

**Series Title** Committee/Council Files - School of Medicine

**Series Description** A record of actions taken by the Medical School Executive Committee, Appointments and Promotions Committee, etc. Includes agendas, correspondence, minutes and reports, as well as material related to UW committees.

**Series Cutoff** End of Calendar Year

**Series Official Retention** 6Y

**Disposition Authority Number** WSGS 09009

**Disposition Method** ARCHIVAL

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**Series Title** Correspondence -- Subject

**Series Description** A record of correspondence to and from the Dean of the School of Medicine between School of Medicine individuals and offices, between the School of Medicine and other UW departments, and between the School of Medicine and agencies outside the UW.

Note: the following categories of correspondence are not considered Archival and can be deleted at the end of their legally approved retention period:

- Reports, discussions, complaints, or other information about individual admissions decisions, grades, or other FERPA protected student information concerning individually identified students
- Reports, discussions, complaints, or other information about individual medical treatment at UW hospitals and facilities, or other HIPAA protected information concerning individually identified patients

**Series Cutoff** End of Calendar Year

**Series Official Retention** 6Y

**Disposition Authority Number** WSGS 09022

**Disposition Method** ARCHIVAL

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**Series Title** Departmental Reviews

**Series Description** Provides record of periodic reviews of departments of the School of Medicine, initiated administratively or as part of a departmental chair search.

**Series Cutoff** End of Calendar Year

**Series Official Retention** 6Y


**Disposition Authority Number** 10-11-62248

**Disposition Method** ARCHIVAL

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SRC Approval Date/V. 2.32 (April 2025)

Records Officer: Perry Tapper

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