



University of Washington
Departmental Records Retention Schedule
 REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State	
Tacoma: Student Health Services	/36/14/03/	Bernard E. Anderson	253692-4901	358407	v.2.12 (June 2020)	
Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

Billing Invoices

Received from CHI Franciscian Health System, provides a record of billing for services provided to UW Tacoma Students.

End of Fiscal Year 6Y WSGS 01001 SHRED/ DELETE

Health Education Records

Provides a record of communications to students regarding health issues. Includes the scheduling of flu clinics, distribution of promotional materials, etc.

End of Academic Year 3Y WSGS 05006 Potentially Archival

Student Clinic Intake Form

Created with AAG assistance, intake form which provides medical information to begin the student patient chart. Used, maintained and managed by CHI, the University does not keep a copy of this record.

Last Contact 8Y 14-09-68533 SHRED/ DELETE

Student Health Records

Records relating to clinical care and treatment of students. Created by CHI Franciscian Health System (a UW Tacoma contractor), records may include exam results, notes, basic medical information, diagnosis, and treatment. Paper files are maintained and managed by CHI. Electronic files are managed by UW Tacoma IT.

Last Contact 8Y 14-09-68533 SHRED/ DELETE

Records Officer Name Records Officer Signature

Barbara Benson