

Summary of Changes

U.W. Medicine Records Retention Schedule v.2.3 (August 2025)

New Records Series Added

- None

Retention Changes

- None

Other Minor Changes

- Five (5) records series have changes to their title and/or description:
 1. **Laboratory and Pathology Testing Records (DAN 18-08-69305) pp.47-48**
Rationale: Adding an exclusion for “11-08-62616: Cytogenetic Diagnostic Images and Final Reports”.
 2. **Research Data – Device Trials (DAN 11-08-62642) p.91**
Rationale: Adding note to match similar series in the University of Washington Records Retention Schedule.
 3. **Research Data – Drug Development (DAN 25-02-69854) p.92**
Rationale: Adding note to match similar series in the University of Washington Records Retention Schedule.
 4. **Research Data – Non-Drug or Device Development (DAN 15-03-68740) pp.93-94**
Rationale: Adding note to match similar series in the University of Washington Records Retention Schedule.
 5. **Short-Term Retention Records with Protected Health Information (was Short-Term Retention Records with Personal Health Information) (DAN 24-02-69721) p.23**
Rationale: Updating name to reflect the proper acronym.
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- Two (2) records series are being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
 1. **Research Data – Device Trials (DAN 11-08-62642) p.91**
Rationale: Changing to match similar series in University of Washington’s Records Retention Schedule.
 2. **Research Data – Non-Drug or Device Development (DAN 15-03-68740) pp.93-94**
Rationale: Changing to match similar series in University of Washington’s Records Retention Schedule.

OPR/OFM Designation Changes

- One (1) records series is being changed from “OFM” to “OPR”
 1. **Medical Staff Credentialing/Privileging/Enrollment (DAN 11-08-62587) p.57**
Rationale: Changing to match similar series in the University of Washington Records Retention Schedule.

Archival Designation Changes

- None

Series Being Revoked

- None

No Change in Number of Record Series: (168 series)