

## University of Washington, School of Medicine, Dean's Office records

### Inventory

Accession No.: 95-349

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W.U. MEDICINE SCHOOL. DEAN  
Accession No. 95-349

Container List provided by the office  
at time of transfer

RECORD SERIES Reading Files		ACCESSION NUMBER <b>95-349</b>	DATE INVENTORIED 5-10-95
DATES 1979-1984		DATE SHIPPED TO ARCHIVES	
TYPES OF MATERIAL <input type="checkbox"/> Bound <input type="checkbox"/> Memorabilia <input type="checkbox"/> Newspapers <input type="checkbox"/> Cards <input type="checkbox"/> Photographs <input type="checkbox"/> Phono Discs <input type="checkbox"/> Charts <input type="checkbox"/> Plans <input type="checkbox"/> Slides <input checked="" type="checkbox"/> Correspondence <input type="checkbox"/> Print Outs <input type="checkbox"/> Scrapbooks <input type="checkbox"/> Film <input type="checkbox"/> Publications <input type="checkbox"/> Blueprints <input type="checkbox"/> Forms <input type="checkbox"/> Subject Files <input type="checkbox"/> Microfilm <input type="checkbox"/> Maps <input type="checkbox"/> Tapes <input type="checkbox"/> Other: _____		ADMINISTRATIVE UNIT Dean OFFICE Dean SOURCE OF MATERIAL Julie Spiro/PSP Storage LOCATION OF MATERIAL (BUILDING, ROOM NUMBER) Health Sciences A-348	
VOLUME 3.5 cu.ft	NUMBER/SIZE OF FILES OR DOCUMENTS	UWSOM RECORDS OFFICER (NAME & PHONE) Rebecca Pixler, 3-1515, x12 <b>RAP</b>	
RESTRICTIONS None			
DESCRIPTION These reading files document the outgoing letters and memoranda of the Deans and Acting Deans of the School of Medicine.  The deanship of the School of Medicine experienced repeated turnover in the 1980s. Robert Van Citters (1970-1981) was succeeded by Associate Dean for Clinical Affairs John D. Chase, first as acting dean (July 1981-February 1982) and as dean (February-June 1982). After Dr. Chase's resignation for health reasons, Associate Dean for Academic Affairs Theodore J. Phillips became acting dean. During his acting deanship Dr. Phillips shared administrative responsibilities with Associate Dean for Clinical Affairs David C. Dale, who became Dean of the School of Medicine in October 1982. Dr. Dale served until 1986.  The reading files of deans and acting deans for this period reflect this turnover. Because of the intra-office nature of the appointments, a clear demarcation between deanships is not always apparent. In 1982, Dr. Dale assumed certain administrative responsibilities in the Phillips acting deanship; the Phillips correspondence includes letters from Dr. Dale, and two parallel correspondence indexes exist for the period June-November 1982.			
INDEX, FINDING AID, FILE GUIDE? Contents list; item indexes			
ARRANGEMENT <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Subject <input type="checkbox"/> Other _____		CONDITION OF RECORDS Order: <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Physical: <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	

(over)

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Dr. Dale also maintained two separate, parallel reading files: a "letter chron" for typed letters and memoranda (1982-1984) and a "note chron" for photocopies of handwritten notes and memoranda (1983-1984).

The Dean's Office maintains item indexes [calendars] for all outgoing letters and memoranda. (Dale "note chrons" are indexed separately.) Information in these indexes includes date of letter, short statement of substance of letter, date of dean's signature, date mailed, and a record of copies distributed, or other noted information. Index completeness varies with each deanship. The indexes also may not provide an exact corresponding with the letters in each file.

This series was originally maintained in ring binders. For archival transfer the letters have been placed in color-labeled folders: red (deanships), green (acting deanships), and pink (Dale "note chrons").

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UNIT	RECORD NAME	DATES	KEEP? DISCARD?	NOTES
	DEAN. READING FILE	1979-1984		
1	Indexes to reading file	1979-1981		
	Indexes to reading file	1982		
	Indexes to reading file: alternate	6/82 - 11/82		
	Indexes to reading file	1983		
	Indexes to reading file	1984		
	DEAN: ROBERT VAN CITTERS			
	Reading file [30 files; by month]	1/79 - 6/81		
	ACTING DEAN: JOHN CHASE			
	Reading file [9 files; by month]	7/81 - 3/82		
2	DEAN: JOHN CHASE			
	Reading file [2 files; by month]	4/82 - 5/82		
	ACTING DEAN: THEODORE PHILLIPS			
	Reading file [4.5 files; by month]	6/82 - 10/82		
	DEAN: DAVID DALE			
	Reading file ("Letter chron") [9.5 files; by month]	10/82 - 8/83		
3	DEAN: DAVID DALE			
	Reading file ("Letter chron") [17 files; by month]	9/83 - 12/84		
4	DEAN: DAVID DALE			
	Indexes to Dale "Note Chron"	1983-1984		
	Reading file ("Note chron") [5 files]	2/83 - 12/84		