

## COMMITTEE MEETINGS (UME) WEBSITE RETENTION GUIDELINES

### Purpose of this Document:

Outline what committee minutes or reports should be on the UME website.

### Procedures:

1. Undergraduate Medical Education Committee (UMEC)
  - All documentation (minutes, reports, etc.) will be posted from the past 3 years
2. Subcommittees of UMEC (Pre-clerkship (PCC), Clerkship (CC) and Student Evaluation (SEC))
  - Only minutes will be posted from the past 3 years.
3. Statement posted on website will state "Reports are available up request by contacting the Committee Chair" with Chair contact information.

**Approved: UME Management**  
**Date: March 12, 2019**