



# University of Washington Departmental Records Retention Schedule

REFERENCE: RCW 40.14

**APPROVED**

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Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
UAA: Office of Educational Assessment (OEA) /06/05/	REV: 4	Sean Gehrke	543-9956	354987	v.2.22 (Dec 2022)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

**IAS Scanable Survey Sheets - Non-Educational**

Scanned and evaluated by the Office of Educational Assessment, provides the raw data upon which summary reports are created. Clients include various State Agencies, Metro, and King County. (Questionnaires and Forms are returned to clients with summary reports.)

Final Report Completed/Submitted  
0Y  
WSGS 50012  
SHRED/ DELETE

**IAS Scanable Survey Sheets - Off-Campus**

Service performed for non-UW educational institutions in which scanable survey sheets, completed by students, are used to evaluate teaching effectiveness. Provides the raw data upon which summary reports are based. Payment is received after summary reports are released to clients.

End of Quarter  
4M  
WSGS 50012  
SHRED/ DELETE

**IAS Scanable Survey Sheets - UW**

Scanable survey sheet completed by UW students and used to evaluate teaching in various instructional settings. Provides the raw data upon which summary reports are based.

End of Quarter  
4M  
WSGS 50012  
SHRED/ DELETE

**Service Request Forms - Off-Campus**

Report of the number of forms produced, ordered, scanned, and processed for non-UW educational institutions teaching evaluations. Report also includes information about the class including instructor's name and class size. Used for statistical tracking.

End of Calendar Year  
1Y  
06-04-61134  
SHRED/ DELETE

Records Officer Name  
**Barbara Benson**

Records Officer Signature  
*Barbara Benson*

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