





University of Washington  
**Departmental Records Retention Schedule**  
 REFERENCE: RCW 40.14

**APPROVED**

| Office Name                             | Record Group #    | Records Authority Contact Name | Phone Number                 | Box Number         | Approved by the State |
|---|-------------------|--------------------------------|------------------------------|--------------------|-----------------------|
| Institutional Assessment and Evaluation | /09/03/01/ REV: 5 | Jillian Morn                   |                              | Box 354966         | v 2.34 (Oct 2025)     |
| Title/Description                       | Cut-Off           | Records Retention              | Disposition Authority Number | Disposition Method |                       |

**IAS Scanable Survey Sheets - UW**

End of Quarter      4M      WSGS 50012      SHRED/ DELETE

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.

**Internal Assessments**

End of Project      6Y      WSGS 09006      Archival

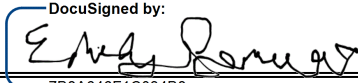
Reports that are requested by internal University departments or units including assessments, surveys, reports, and organizational analysis. Since these are internal to the UW, no cost is associated with these assessments. Retained for long-term strategic planning purposes.

**Service Request Forms - Off-Campus**

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

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.

Records Officer Name  
**Emily Lemieux**

Records Officer Signature  
  
DocuSigned by:

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