

# University of Washington Records Retention Schedule

**Department Title** Institutional Assessment and Evaluation  
**Department ID** /09/03/01/

**Series Title** Algorithm Encryption

**Series Description** Encryption key records that enable survey data to be made anonymous.

**Series Cutoff** Project Complete  
**Series Official Retention** 0Y  
**Disposition Authority Number** WSGS 14020  
**Disposition Method** SHRED/ DELETE

**Series Title** External Assessments

**Series Description** Reports that are created by the request of third-party clients who are external to the University such as assessments, surveys, reports, and organizational analysis. Cost estimates and financial records are stored separately.

**Series Cutoff** Conclusion of Study  
**Series Official Retention** 3Y  
**Disposition Authority Number** WSGS 09006  
**Disposition Method** SHRED/ DELETE

**Series Title** IAS Scorable Survey Sheets - Non-Educational

**Series Description** Scanned and evaluated by the Institutional Assessment & Evaluation, 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.)

**Series Cutoff** Final Report Completed/Submitted  
**Series Official Retention** 0Y  
**Disposition Authority Number** WSGS 50012  
**Disposition Method** SHRED/ DELETE

**Series Title** IAS Scorable Survey Sheets - Off-Campus

**Series Description** Service performed for non-UW educational institutions in which scorable 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.


**Series Cutoff** End of Quarter  
**Series Official Retention** 4M  
**Disposition Authority Number** WSGS 50012  
**Disposition Method** SHRED/ DELETE

**Series Title** IAS Scorable Survey Sheets - UW

**Series Description** Scorable 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.

SRC Approval Date v 2.34 (Oct 2025)

Records Officer: Perry Tapper

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**Department Title**  
**Department ID**

**Series Cutoff** End of Quarter  
**Series Official Retention** 4M  
**Disposition Authority Number** WSGS 50012  
**Disposition Method** SHRED/ DELETE

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**Series Title Internal Assessments**

**Series Description** 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.

**Series Cutoff** End of Project  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 09006  
**Disposition Method** ARCHIVAL

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**Series Title Service Request Forms - Off-Campus**

**Series Description** 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.

**Series Cutoff** End of Calendar Year  
**Series Official Retention** 1Y  
**Disposition Authority Number** 06-04-61134  
**Disposition Method** SHRED/ DELETE

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