

Student and Curriculum Records Retention Schedule

From Records Management Services

Course Comment Sheets

A record of the evaluative comments written by students regarding the content and presentation of a course. After comments are compiled by the Office of Educational Assessment, comment sheets are returned to departments.

Official Copy: Faculty/Academic Departments

Retention: 5 years after tenure approved or denied

Disposition Method: Shred or Delete

Course Materials

Materials created and used as the basis for the content of a course. May include but is not limited to: notes, rubrics, PowerPoint slides, Teams Channels used for communication with students, podcasts, Panopto recordings, and Zoom or other conferencing platform recordings or AI created artifacts.

Official Copy: Academic Departments

Retention: Retain until no longer needed for agency business plus one academic quarter (3 months)

Disposition Method: Shred or Delete

Note: Records in the Canvas LMS will be deleted 5 years after the end of the academic year; instructors will receive notification in advance of deletion. Copies of materials uploaded or created in Canvas do not need to be retained outside of Canvas.

Note: Excludes records covered by [History Files](#)

Exams, Papers, Projects and Other Assignments by Students

A record of answers to examinations, as well as papers, projects and other assignments submitted by students in fulfillment of course or degree requirements. Includes Zoom or other conferencing platform recordings.

NOTE: This retention period applies to those exams and assignments not retrieved by the student after they are graded.

Official Copy: Academic Departments

Retention: 1 quarter after end of quarter

Disposition Method: Shred or Delete

Note: Records in the Canvas LMS will be deleted 5 years after the end of the academic year; instructors will receive notification in advance of deletion. Copies of materials uploaded or created in Canvas do not need to be retained outside of Canvas.

Note: A sample of each exam and its answer sheet should be retained with [Course History Files](#).

Grade Appeals and Grievance Files

A comprehensive record of a student's appeal of a grade, or other student grievance mediated within the department, school or college.

Official Copy: College/School or Department

Retention: 5 years after end of quarter in which issue is resolved

Disposition Method: Shred or Delete

Grade Books

Listing of student grades for exams, papers, projects, class participation for a particular course. Provides the

basis upon which the final grade is assigned.

Official Copy: College/School or Department

Retention: 5 years after end of academic year

Disposition Method: Shred or Delete

Note: Records in the Canvas LMS will be deleted 5 years after the end of the academic year; instructors will receive notification in advance of deletion. Copies of materials uploaded or created in Canvas do not need to be retained outside of Canvas.

Reference Letters (Students)

Letters of reference prepared by UW faculty and staff regarding UW students or former UW students with whom they are acquainted.

Official Copy: Any Office

Retention: 1 year after end of calendar year

Disposition Method: Shred or Delete

Student Emails / Correspondence with Students

The retention for email is based on the *content* of each individual email.

Emails that simply request or provide information are **transitory** and can be deleted as soon as a reply is given or received. Examples of transitory emails include emails that:

- Answer directional questions such as:
 - "When is the test?"
 - "What are your office hours?"
 - "How do I apply for this program?"
- Provide generic information
- Contain information or links from a source such as a website, database, or content management system

Emails that inform decision-making or could potentially be relied upon legally or financially are **substantive** and must be retained as per an approved retention schedule. Examples of substantive emails include:

- Requests for a [waiver or appeal](#)
- [Grade appeals or grievances](#)
- [Advising](#) recommendations
- Address [disciplinary and conduct](#) issues

If you have questions about the retention for specific types of student communications, please contact us at 543.0573 or recmgt@uw.edu.

Student Reference Records

Notes, emails, and lists used as a memory tickler to help faculty and staff identify former students for the purpose of writing letters of reference for them. Lists may include: names of students, dates degrees awarded, titles of final projects, final grades, grade point averages, etc.

Official Copy: College/School or Department

Retention: Until administrative purpose is served

Disposition Method: Shred or Delete