

Office of Assessment
TRINITY COLLEGE

MEMORANDUM

TO: Department Chairs, Directors of Undergraduate Studies

FROM: Matt Serra, Director, Office of Assessment

RE: Course evaluation retention and storage policy

All original course evaluations should be retained for a minimum of 7 calendar years after the term of administration. After that time, department personnel should demonstrate a reasonable effort to contact the course instructor to determine if he or she would like to retain the packet. If you have written confirmation that the instructor does not want to retain the packet, then the packet may be destroyed (shredded).

Your department or program may prefer to optically scan evaluation forms and retain the files electronically. Each electronic file should include each student form and the Instructor Course Description Form (if applicable). Once electronic files are created and the instructor confirms that he or she does not want them, the packet may be destroyed.

If your department or program has any questions about this policy, please contact Drs. Matt Serra (serram@duke.edu) or Jennifer Hill (jlh9@duke.edu) for additional clarification.