

## Institutional Research Schedules

\* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

<b>*Record</b>	<b>Retention</b>	<b>Notes</b>	<b>MDAH #</b>
Data Collection Surveys – Instruments and Data Summaries	Permanently retain in Institutional Research.	Blank surveys and data summaries public.	<a href="#">5827</a>
Data Collection Surveys – Returned Surveys	Hold 2years, then dispose.	Restricted.	<a href="#">5826</a>
External Surveys	Transfer paper and electronic data submissions to University Archives every 5 years.	Public.	<a href="#">5829</a>
Fact Book	Retained within Institutional Research. Annually transfer one copy to the State Archives and one copy to the University Archives.	Public.	<a href="#">5825</a>
Federal and State Surveys and Data Submissions	Annually transfer paper and electronic data submissions to University Archives.	Surveys are public. Data Submissions not released.	<a href="#">5828</a>
Institutional Reports	Hold electronic files and reports of confidential information in Institutional Research permanently. Transfer non-confidential reports to University Archives as created.	Confidential reports restricted.	<a href="#">5865</a>