

Institutional Research Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Data Collection Surveys – Instruments and Data Summaries	Permanently retain in Institutional Research.	Blank surveys and data summaries public.	5827
Data Collection Surveys – Returned Surveys	Hold seven (7) years after project closeout or submission, then dispose.	Restricted.	G325
External Surveys	Transfer paper and electronic data submissions to University Archives every five (5) years.	Public.	5829
Fact Book	Retained within Institutional Research. Annually transfer one copy to the State Archives and one copy to the University Archives.	Public.	5825
Federal and State Surveys and Data Submissions	Annually transfer paper and electronic data submissions to University Archives.	Surveys are public. Data Submissions not released.	5828
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.	5865