

Institutional Research and Assessment Support
Retention and Disposition Schedule -- DRAFT

The following is the draft records schedule for this department. For questions about this schedule, or about adding items not found herein, please contact the college archives at muskie@bates.edu. For administrative records not found in this schedule (general correspondence, publications, meeting minutes and agenda, etc), please consult the General Administrative records schedule.

IMPORTANT: You should never knowingly destroy any records that either are part of (or you may believe are part of) an ongoing audit, claim, or investigation, regardless of the Disposition note for that record.

Item	Retention	Disposition	Notes
Audit Reports	Reference	Confidential destruction	Destroy once audit is closed
External Reports (responses to IPEDS and HEDS)	Permanent	Consult Archives for potential transfer	
Common Data Set	Permanent	See note	1 copy to Archives; destroy working docs in-house
Freshman and Senior Surveys	Permanent	Consult Archives for potential transfer	
Factbook	Permanent	Consult Archives for potential transfer	
Planning Files (for specific college projects)	Reference	Confidential destruction	Destroy once reference value ends
Self Study (institutional and others)	Permanent	Consult Archives for potential transfer	
Strategic Plan	Permanent	Consult Archives for potential transfer	