

## 0545 Institutional Research Records

*Description.* Documents the internal and external reporting requirements of the University. The data, topical research, and analyses assist University leadership in program evaluation, informed strategic planning, and decision making.

*Examples:* Records may include student, human resources, tuition, and finance data or statistics; surveys, fact sheets, planning committee records, statement of objectives or mission, leadership directives, proposals, reports, and correspondence.

*Retention Period.* **Retain permanently, and once administrative use ceases transfer to Archives.**